

Senior College Advisor, Transfer Students (4576U) Job
67804 - College of Computing, Data Science, and Society
(CDSS)
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=234814>

Downloaded On: May. 20, 2024 8:04pm

Posted Apr. 17, 2024, set to expire Jun. 30, 2024

Job Title Senior College Advisor, Transfer Students (4576U)
Job 67804 - College of Computing, Data Science,
and Society (CDSS)

Department

Institution University of California, Berkeley
Berkeley, California

Date Posted Apr. 17, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

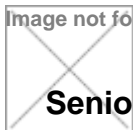
Academic Field(s) Student Services

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Job Description

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Science, and Society (CDSS)**

About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

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The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and [our Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

The College of Computing, Data Science, and Society (CDSS) is a dynamic, innovative new college at UC Berkeley that represents a once-in-a-generation transformation. The College brings together faculty, researchers, staff, and students from computing, statistics, the humanities, and social and natural sciences, mirroring the cross-cutting nature of data science and redefining the research university for the digital age.

Core to the College is a commitment to examining how the digital revolution affects equity and opportunity-and building the capacity to respond to these challenges. CDSS was created to meet the opportunities and demands of a world where data, machine learning, and artificial intelligence inform practice and policy in virtually every arena.

The College connects the Data Science Undergraduate Studies program, the Department of Electrical

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Engineering & Computer Sciences, the Department of Statistics, the Berkeley Institute for Data Science, Computational Precision Health, and the Center for Computational Biology. The College is responsible for growing Berkeley's broad-based undergraduate programs in data science, computing, statistics, and other interdisciplinary programs, including classes and programs serving thousands of undergraduate students a year.

Visit this website to learn more about the future home of CDSS in the new Gateway Building:
<https://data.berkeley.edu/news/uc-berkeley-showcasesplans-cdss-future-home-new-video>.

The Senior College Advisor for Transfer Students (TS Advisor) specializes in advising transfer students in the College of Computing, Data Science, and Society. The TS Advisor is responsible for policy, program planning, development, and administration of transfer student services, including workshops, seminars, webinars, panels, and other events.

Application Review Date

The First Review Date for this job is: April 30, 2024

Responsibilities

50% Academic Advising for Transfer Students:

- Apply advanced student development and academic advising theories, knowledge, and experience to support transfer students in identifying, defining, and obtaining their educational goals.
- Empower students through holistic and collaborative advising to achieve their own definition of academic and personal success.
- Engage and build relationships with students to maximize their experience at Berkeley. Assess, monitor, and verify students' academic progress to ensure adherence to semester limits, timely advancement to degree, and degree completion.
- Direct the Transfer Mentor seminar for CDSS students, which includes instruction, student staff recruitment, and supervision. The seminar aims to provide consistent and easy access to advising, opportunities to build community, to create study/support groups, and to gain navigational capital for Berkeley resources, services, and discovery opportunities. Through the seminar and other advising tools, assist students in taking full advantage of a wide range of academic and nonacademic enrichment opportunities such as study abroad, internships, undergraduate research opportunities, scholarships, and extracurricular activities.
- Advise on special eligibility requirements such as Honors programs, fellowships, and

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scholarships.

- Counsel students experiencing complex and simultaneous problems resulting in academic difficulty.
 - Help students recognize key non-academic issues and determine proper referrals for students whose academics may be adversely affected by mental health, study habits, financial, personal or family issues or crises and initiate contact on students' behalf for additional therapeutic counseling and/or assistance from other units.
- Develop and oversee delivery of broad and complex transfer-student services.
- Identify strategic approaches that holistically support the development of students preparing for careers in CDSS majors, with particular focus on the needs of students from traditionally underrepresented backgrounds.

30% Leadership and Policy:

- Serve as College academic advising expert and consultant to College Advisers, deans, departmental advisers, and key campus partners, such as the Transfer Student Community of Practice.
- Help foster a culture of inclusion and belonging in alignment with the CDSS Advising mission and values and the UC Berkeley principles of community (<https://diversity.berkeley.edu/principles-community>).
- As the dean's delegate, advise deans on the formulation of department policy by advising them on areas needing clarification and identifying solutions.
- Review, and advise deans on, transferability and applicability of non-UC courses that may affect ongoing requirements.
- As the dean's delegate, utilize independent decision-making authority to review requests, interpret, and maintain uniform and consistent application of College policies and regulations.
- As the dean's delegate, analyze the consequences of College academic policies / practices and recommend new or modified policies / practices.
- Support the advising team to troubleshoot complex College policies (e.g., late readmission, late enrollment, waiver requests for College requirements, Simultaneous degrees) and procedures.
- Make recommendations to the training and leadership teams; contribute to on-going staff training.
- Place academic registration holds and/or develop Academic Success Plans for students who are out of compliance with College expectations. Counsel students experiencing complex and simultaneous problems resulting in academic difficulty.
- Provide guidance on how students can return and be successful.
- Based on extensive knowledge of College policies, advise students on rules, regulations, and requirements as well as provide assistance on all aspects of a student's academic experience.

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Help students make connections with academic and non-academic departments, and make referrals to appropriate resources.

15% Outreach:

- Advise CDSS departments on outreach strategies for transfer students and serves as liaison to campus organizations supporting transfer student needs.
- Engage career coordinators at California Community Colleges (CCC) to participate in career management and training initiatives for students.
- Initiate and maintain partnerships between Berkeley and CCC to improve the transfer experience, through, e.g., regular meetings, open lines of communication, opportunities for collaboration, and informational and counseling for students.

5% Professional Development and Growth: Engage in opportunities for training, workshops, seminars, pertinent to the position.

Required Qualifications

- Expertise on the transfer student experience.
- Proven advising skills with strong decision-making skills and demonstrated good judgment.
- Strong communication and interpersonal skills to communicate effectively with all levels of staff and faculty, both verbally and in writing.
- Excellent capacity for teamwork.
- Strong organizational and planning skills with ability to prioritize workload and issues and to function effectively under time constraints and rapidly changing priorities.
- Excellent project management skills, plus the ability to work independently, and the ability to work well directly with faculty and with a diverse range of campus partners both within and outside of CDSS.
- Excellent interpersonal skills, demonstrating a desire to promote diversity, equity, inclusion and belonging to establish and maintain positive & professional working relationships with colleagues, students and team members from diverse cultures, economic backgrounds and nationalities.
- Advanced knowledge of advising and counseling techniques.
- Advanced knowledge and understanding of student development theory.
- Ability to use discretion and maintain confidentiality.

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- Capacity to develop creative proposals to address internal policy and procedure challenges within framework of general guidance from unit leadership.
- Bachelor's degree in related area and / or equivalent experience / training.

Preferred Qualifications

- Masters degree in related area and/or equivalent experience/training.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

- Classification: Student Services Advisor 4 (4576)
- Anticipated hiring range: \$70,100 - \$95,800
- UCB salary range: \$70,100 - \$124,700
- The salary offer to the final candidate will take into consideration their experience and salary equity with current UC Berkeley employees working in a similar roles.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

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Equal Employment Opportunity Posted Apr. 17, 2024, set to expire Jun. 30, 2024

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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