

Graduate Student Services Advisor (4575U) - 68107
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=235249>

Downloaded On: May. 19, 2024 3:58pm

Posted Apr. 26, 2024, set to expire Jun. 30, 2024

Job Title Graduate Student Services Advisor (4575U) - 68107
Department
Institution University of California, Berkeley
Berkeley, California

Date Posted Apr. 26, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Student Services
Counseling Services

Apply Online Here <https://apptrkr.com/5213684>

Apply By Email

Job Description

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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.

The University of California, Berkeley, is one of the world's leading institutions of higher education,

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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 Master of Computational Social Science (MaCSS) is a new one-year professional master's program that will provide students with practical skills for analyzing, interpreting, and visualizing social data. Social data are data about people, groups, organizations, and their interactions from surveys and censuses, company websites, store loyalty cards, cell-phone records, social media posts, internet searches, etc. MaCSS graduates will be able to work as analysts and data specialists in business, non-profit, and government settings. The MaCSS program is housed in the Interdisciplinary Social Science Programs in the College of Letters and Science, and will welcome its first cohort of approximately 25 students in summer 2024.

Position Summary

Using skills as a seasoned, experienced student services professional, the Graduate Student Services Advisor supports students in the Master of Computational Social Science program by providing the full

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range of student services. This position independently advises students, implements the outreach and student recruitment strategy, and resolves issues related to student services, such as academic advising, admissions, financial aid, and the evaluation and awarding of fellowships.

Application Review Date

The First Review Date for this job is: 05/08/2024.

Responsibilities

Outreach and Admissions:

- Plans and implements the outreach strategy and manages outreach and recruiting events to enhance recruitment and yield.
- Attends graduate school recruiting fairs for specifically targeted institutions including HBCUs, HSIs, Women's Colleges, and TCUs.
- Uses MaCSS social media platforms, and email marketing to inform prospective students about the program.
- Advises prospective applicants on necessary academic preparation; appropriateness of program as it pertains to the prospective applicant's goals.
- Conceptualizes problems and misunderstandings encountered by applicants and improves instructions and communications to reduce those issues.
- Maintains the online graduate application and review process in Slate and sends updates to students.
- Advises program faculty and staff on legitimacy of international degrees, GPA equivalency, and TOEFL standards necessary for academic success.
- Uses professional judgment when reviewing complex or unusual applications for admission, knowing when to escalate an issue and when to act independently.
- Organizes application materials and coordinates admissions committee meetings.
- Maintains accurate records regarding award offers, acceptances, and enters awards for new students.
- Provides evaluative reports regarding success of admissions and recruitment tactics.

Academic Advising:

- Provides graduate student support in a number of areas including registration and enrollment policies and procedures, degree requirements, administrative issues, personal issues affecting

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- studies, withdrawal and readmission, departmental and campus programs and graduation.
- Reviews and identifies students with progression problems and recommends interventions.
- Recommends changes to graduate program policies, practices, and procedures.
- Develops, produces, and maintains electronic advising materials, handbooks, and guides.
- Maintains all graduate student records and files.
- Serves as a liaison to the Graduate Division staff in determining and implementing feasible solutions regarding students with unusual and specific academic problems.

Student Services:

- Responsible for interpreting organization policies and advising students and faculty on student conduct, student grievances, disputes, and issues regarding discrimination.
- Designs and runs new student orientation and other workshops for students, such as information about the campus, or academic strategies and enrichment programs.
- Provides advice and assistance to students regarding U.S. visa and immigration procedures, compliance issues, and employment eligibility/authorization.
- Oversees the administration and awarding of department student fellowships, grants, scholarships, and other awards.
- Work with directors to distribute program evaluations and student experience surveys at the end of each semester.

Event Management:

- Plans and implements complex, high-visibility program and student events, independently and in coordination with other staff, such as commencement, open house, and orientation.
- Keeps a schedule of department events; creates and makes event announcements to the department, college, alumni lists, and social media sites.
- Coordinates room/space scheduling for events.

Curriculum Management and Course Scheduling:

- Serves as primary course scheduler.
- Coordinates academic program course planning and scheduling in consultation with the Faculty Director.
- Analyzes the educational and administrative impact of proposals and changes to the course program.

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- Facilitates new course approval process through appropriate administrative processes.
- Oversees graduate student class enrollment and registration.
- Responsible for Academic Senate course approval process, using the Course Management System (CMS).

Professional Development:

- Attends campus-wide graduate advising (GSAO) meetings, and tracks and reports any changes related to graduate affairs.
- In consultation with the supervisor, identifies and implements annual professional development goals that could include special projects, or participating in professional associations, training programs, or campus committees.
- Seminars and workshops may focus on topics such as professional skills development, planning in higher education, and developing or maintaining expertise on various computer programs/platforms.

Required Qualifications

- Working knowledge of advising and counseling techniques.
- Knowledge of and/or can quickly learn University-specific computer application programs.
- Knowledge of and/or can quickly learn University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.
- Solid verbal and written communication skills.
- Interpersonal skills.
- Multicultural competencies; ability to work with diverse populations.
- Knowledge of complex U.S. visa and immigration procedures, compliance issues, and employment eligibility/authorization for international students and scholars.
- Ability in problem identification and reasoning; ability to develop original ideas to solve problems.
- Skills in judgment and decision-making, problem solving, identifying measures of system performance and the actions to improve performance.
- Bachelor's degree in related area and/or equivalent experience/training.

Salary & Benefits

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This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for UC 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.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$70,000.00 - \$82,000.00.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.
- This position is eligible for up to 40% remote work.

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.

Equal Employment Opportunity

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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 https://apptrkr.com/get_redirect.php?id=5213684&targetURL=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

University of California, Berkeley

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