Job Title: Student Services Advisor 2 (4574U) - #26110
Job ID: 26110
Department: Undgrd Ildsc Stdies Tch & Lrn
Location: Main Campus-Berkeley

Full/Part Time: Part-Time
Regular/Temporary: Temporary

About Berkeley

The University of California, Berkeley, is one of the world’s most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley’s culture of openness, freedom and acceptance—academic and artistic, political and cultural—make it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at http://jobs.berkeley.edu/why-berkeley.html.

Application Review Date

The First Review Date for this job is: December 25, 2018

Departmental Overview

This is a two-year, part-time (50%), contract position.

This position involves a range of student services duties and responsibilities in support of programs within the Office of Undergraduate Research & Scholarships (OURS). OURS is housed within the Undergraduate Division of the College of Letter & Sciences. The central purpose of OURS is to help integrate the undergraduate population into the dynamic and multi-faceted research enterprise at UC Berkeley. OURS serves as a hub of information and advising support for undergraduate students across the campus in regards to their aspirations to be involved in research. OURS manages four research programs in-house and promotes dozens of more programs housed in other units on campus. OURS also houses the Prestigious Scholarship program and the Stronach Baccalaureate Prize. The staff currently consists of five full time employees, two part time employees, and six work-study students.

This position will focus on support for the Summer Undergraduate Research Fellowship (SURF) program. SURF provides summer funding to over 100 students to carry out in-depth research projects over summer, often in support of a capstone thesis project. Working closely with the Director of OURS, this position will support recruitment, selection, fellowship processing, program orientation and curriculum planning, conference planning, and program evaluation. In addition to support for SURF, this position will importantly contribute to communication efforts and event planning for OURS more generally.

Responsibilities

SURF Student Support and Programming Support including:

• Assists with recruiting of applicants including intentional publicity to specific student groups and departments, scheduling and offering information sessions in specific departments as well as general “SURF program info session” (Oct-Jan)
• Works along with graduate student SURF advisors in their support for student applicants during the application preparation phase including meeting one-on-one with prospective students, reading draft proposals, advising them on establishing faculty mentorship. Also regular communication with the grad student advisors to ensure consistency of advising and well-coordinated planning toward selection (Dec-Feb)
• Coordinates review and selection process of applications for determination of which students receive the SURF fellowship. This involves coordination of graduate student and faculty review committees and collaboration with them in selection process of fellows. Preparing materials for review and ensuring selection instructions and process are clear and timely (Feb-March)
• Assists with financial processing of student stipends to SURF fellows and NIST SURF including
working with OURS Director to make sure budget plan is followed; coordination with Office of Financial Aid were necessary in terms of fellows who receive financial aid; using the Campus Solutions platform to order the disbursement of awards (April-May)

- Works with director and graduate student SURF advisors to create a schedule of summer programming for SURF fellows. This programming begins with orientation in early May and continues through to August conference (April-May)
- Assist with planning of annual two-day SURF conference in August where students present their work-in-progress to the cohort and public. This work includes creating conference program, managing conference invitations, and planning food and refreshments (July-Aug)

OURS Communication including:

- Leads production of OURS newsletter which goes out every two weeks during fall and spring semester. This task involves coordinating content information and stories provided by OURS director and staff members across all programs, the OURS program database, and OURS partner units requesting publicity for production of newsletter. This role will include creating some story content in collaboration with OURS staff, work-study students, peer advisors, and students in OURS programs. Working with work-study students to design and proof read newsletter before it is sent out.
- Supports OURS staff in promotion of their respective programs including via variety of media (posters, social media, newsletter) and through scheduling of outreach events such as department specific presentations (scheduling rooms, coordinating with staff in other units around event publicity).

OURS Event Planning Support: Several times a year, the entire staff of OURS work together to plan annual events that support the mission of the whole office. These events include the Golden Bear Orientation workshops, the Undergraduate Research & Scholarships Fair, and Cal Day. This position will work in collaboration with the Director and other OURS staff to:

- Assist with promotion of major office events
- Assist with scheduling, room reservations, and coordination of roles for OURS staff, OURS peer advisor, and student representatives from various OURS programs
- Ensure accurate and timely communication with partnering campus units in planning such events

Special Projects: The campus’ new strategic plan (Vision 2028) places an emphasis on undergraduates engaging in “discovery experiences” such as substantial research projects. Many campus units, including OURS, will be exploring and determining how they can best serve this campus priority during the next two years. Possible changes for OURS include additional outreach to faculty about URAP and SURF mentorship possibilities, additional recruitment and support for students in preparing applications for prestigious scholarships, and a revised OURS peer advising structure. This position will support the OURS Director and staff in addressing such possibilities as they might surface during the next two years.

**Required Qualifications**

- Strong organizational skills for ensuring completion of tasks in an organized, coordinated and timely manner.
- Working knowledge of main Google applications (email, calendar, drive, docs, sheets, forms), Microsoft applications (Word, Excel, Powerpoint) and some basic level use of Adobe applications (Acrobat, Photoshop).
- Understanding of University rules and regulations including Institutional Review Board (IRB) procedures within the Office of Protection of Human Subjects that regulate undergraduate research practices or ability to learn such topics.
- Interpersonal skills essential to working with and within teams of diverse staff, faculty and students including multicultural competencies.
- Skills in student service provision including active listening, critical thinking, and motivational support.
- Well-developed communication skills including verbal presentation, written communication, visual presentation.
- Familiarity with undergraduate research programs and knowledge of the unique learning and career benefits they can provide to students desirable.

**Education/Training:**

- Bachelor's degree in related area and/or equivalent experience/training

**Salary & Benefits**

Hourly rate: $19.73 - $30.08; commensurate with experience.

For information on the comprehensive benefits package offered by the University visit:


**How to Apply**

Please submit your cover letter and resume as a single attachment when applying.
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

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 see: http://www.eeoc.gov/employers/upload/poster_screen_reader_optimized.pdf
For the complete University of California nondiscrimination and affirmative action policy see: http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct