

Undergraduate Major Advisor, School of Social Welfare (4545U) #23054

Job ID: 23054
Location: Main Campus-Berkeley
Full/Part Time: Full-Time
Regular/Temporary: Regular **Department:** Social Welfare

NOTE: This position is classified as Student Academic Advisor 3, Title Code 004545 for the Berkeley campus.

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: **4/21/2017**

Departmental Overview

Berkeley Social Welfare is one of the nation's most prestigious social work graduate programs. As part of the world's leading public university, the School of Social Welfare is training the next generation of social work professionals, scholars, advocates and policymakers dedicated to serving society's most vulnerable members.

Known for combining academic rigor with outstanding field practice, the School of Social Welfare offers MSW and PhD programs as well as an undergraduate major. Since 1944, the School has prepared nearly 12,000 social work professionals for leadership positions in the public and nonprofit human service sector. Berkeley Social Welfare graduates are dedicated to meeting the growing needs of low-income families, seniors, foster-care youth, the homeless, school children, hospital patients, domestic violence survivors, recovering addicts, immigrants, refugees and other vulnerable populations.

Responsibilities

The Social Welfare Undergraduate Major Advisor (UMA) supports the academic mission of Berkeley Social Welfare by applying advanced knowledge of and skills in academic advising for the Social Welfare BA Major. The UMA is the designated academic advisor and student affairs officer for the Undergraduate Group Major in Social Welfare, administered by Berkeley Social Welfare on behalf of the College of Letters and Science ("L&S"). The UMA advises faculty and staff on undergraduate academic program policies and issues; monitors student academic progress and assists students in making appropriate educational choices and decisions; facilitates the process for declaring the Social Welfare major; and conducts informational programs and new student orientation sessions.

Responsibilities include:

- Informs students of prerequisites and requirements for the major; monitors academic progress towards completion of degree.
- Provides advice and assistance to students regarding declaring the Social Welfare major, alternative academic options, scheduling conflicts, and similar issues.
- Advises on moderately complex issues such as multiple degrees, or withdrawal from the University.
- Advises students on a wide range of course possibilities and/or ways to complete degree requirements that may not be clearly defined.
- Develops, organizes and conducts regular scheduled program information sessions throughout the year.
- Conducts regularly scheduled Golden Bear Orientation sessions in collaboration with L&S Undergraduate Advising.
- Keeps students informed via electronic and other communication means of course information and changes, service learning opportunities, graduate courses open to undergraduates, campus and program deadlines, and other timely and/or important information relevant to majors.
- Advises on transfers from other institutions such as those in the midst of advanced degree completion and course in other programs.
- Evaluates and advises students in petitions for exceptions to Social Welfare and/or L&S requirements, referring to Director of Student Services or Undergraduate Committee Chair as needed.
- Identifies students with GPA or other academic progress problems, advises students, and recommends appropriate courses of action by the department.
- Advises on special eligibility requirements such as Honors programs; scholarships; undergraduate research opportunities; study abroad; and other special academic or co-curricular programs for undergraduate students.
- Determines barriers, distractions, and complications affecting a student's academic success, helps students recognize these key non-academic issues, and makes appropriate referrals for additional therapeutic counseling and/or assistance from other units (e.g., University Health Service, Disabled Students Program, Colleges and Schools, Transfer Student Center, academic departments, etc.).
- Advises students on and accepts and screens requests to declare Social Welfare major; determines eligibility to declare the major; executes updates to Academic Plan e-forms in the campus SIS (Student Information System).
- Certifies graduation Degree List each term to the L&S Evaluation Unit.
- Serves as designated Enrollment Manager for all Social Welfare courses and enrollment transactions in the campus SIS (Student Information System); enforces enrollment rules and resolves invalid enrollments; processes wait-list enrollments and communicates with students on status of enrollments.
- Serves as Program Coordinator for Berkeley Social Welfare Summer Sessions programs and activities; liaisons with Summer Sessions Office regarding summer enrollments; develops and executes marketing plan for Summer Sessions activities.
- Coordinates undergraduate Special Studies courses: assists students with preparing proposals and facilitate/route for approval; work collaboratively with Department Scheduler to schedule and arrange meeting times for special study courses.

Required Qualifications

Knowledge/Skills:

- Advanced knowledge of advising and counseling techniques, knowledge of multiple majors, colleges, & schools.
- Thorough knowledge of college/school policies, procedures, and requirements.
- Knowledge of academic programs, including curricula, admissions requirements, and financial aid programs, at colleges/universities and specifically at UC Berkeley.
- Strong knowledge of University-specific computer applications and student information system (SIS) programs and major office, database, and internet software packages.
- Skills in judgment and decision-making, problem solving.
- Abilities in problem identification, reasoning, ability to develop original ideas to solve problems.
- Ability to multi-task.
- Interpersonal skills including multicultural competencies; ability to work with diverse populations; ability to work in teams; excellent oral and written communication skills.
- Strong project management skills with the ability to meet strict deadlines.
- Ability to maintain absolute confidentiality per Federal Education Rights and Privacy Act (FERPA) regulations.

Education/Training:

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

Salary & Benefits

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

<http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>

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>