Job Description

Job Title: Associate Director of Student Advising and Outreach #18927 (4576U)

Job ID: 18927

Location: Main Campus-Berkeley

Full/Part Time: Full-Time

Department: Law

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: November 27, 2014

Departmental Overview

UC Berkeley School of Law (Boalt Hall) is one of the nation's great centers for legal education, ever exploring and pushing new intellectual boundaries while tackling urgent, real-world issues. Berkeley Law is also known for its vibrant and engaged community of students and scholars who are committed to providing leadership and making a difference on problems of local, national, and global import.

The Director of Student Advising and Outreach provides expert career and academic advice and counseling to students and alumni of the Advanced Degree Programs Office; in coordination with the Advanced Degree Program’s Director of Marketing and Communications and Executive Director, participates in marketing and outreach programs to promote LLM programs and services. On a parallel
with career counselors in Berkeley Law’s Career Development Office, this position has experience in legal practice and expert knowledge of the legal job market, including practice areas that are requiring increasingly more international expertise. The position collaborates with the Director of Student Advising in short and long term strategic planning for oversight and direction of academic advising and career development/counseling for the Advanced Degree Programs Office; may make recommendations on program policy development and revisions.

Responsibilities

30% Academic Advising:

Acts as one of the academic advisors for LL.M. students. This includes communicating degree requirements, requirements for different certificates, bar exam requirements, and general course planning. Applying advanced academic advising concepts and experience, identifies and resolves or, as appropriate, refers for resolution intricate student issues/grievances such as alleged discrimination, complex grade dispute issues, and students’ personal crises. Participates in coordinating, planning and leading orientations and academic and bar exam related workshops and seminars in collaboration with the Director of Student Advising to ensure that students are informed of and meeting degree and other requirements. Coordinates with registrar’s office to ensure that degree requirements are met.

30% Career Advising:

Helps students and alumni identify their interests, values, skills, and personalities, and understand how these factors relate to academic/career satisfaction and choices.

Coordinates and collaborates with the Career Development Office to utilize best practices and leverage resources and activities to advance career services opportunities for the LLM student population. Conducts research and organizes economic and employment trend data to track industry activity. Designs materials for presentation and holds workshops for students.

40% Outreach:

Coordinates with the Advanced Degree Program’s Director of Marketing and Communications and Executive Director to identify, leverage and, as needed, participates in marketing and outreach programs to advance the agenda of promoting LLM programs and services. Coordinates with the External Relations Specialist to plan career-related events for Alumni.

Required Qualifications

• JD or LLM is required.

• Advanced knowledge of advising and counseling techniques.

• Strong knowledge of career development theories, career decision making, learning styles, and job search techniques.
• Legal practice experience, with knowledge of the US legal job market.

• Skills in judgment and decision-making, problem solving, project management.

• Experience giving presentations to students or attorneys.

• Abilities in problem identification, reasoning, ability to develop original ideas to solve problems.

• Strong organizational skills, ability to prioritize; ability to multi-task.

• Ability to work with people from diverse cultures.

• Strong interpersonal skills with ability to work effectively as a team member and as an individual contributor.

• Excellent written and oral communication skills.

• Ability to successfully complete a criminal background check.

**Salary & Benefits**

  The hiring salary range is $4,375 - $6,250/monthly.

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.

**Other Information**

  This is a full-time12 month contract position, with possibility of renewal.

**Criminal Background Check**

  This position has been designated as sensitive and may require a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal 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, national origin, disability, or protected veteran status. For the complete University of California nondiscrimination and affirmative action policy see:
http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct

If you’d like more information about your EEO rights as an applicant under the law, please see:

Clery Disclosure

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act require that crime statistics and other safety information for colleges and universities receiving Title IV funds be made available to applicants upon request. University of California, Berkeley’s Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings owned or controlled by the University, and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as those concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You may obtain this information for the UC campus to which you are applying by accessing the website at

A printed copy of the report may be obtained by writing to UCPD, Room 1, Sproul Hall, Berkeley, CA 94720.