**Job Description**

**Job Title:** Student Services Coordinator (4722C)  
**Job ID:** 21129

**Department:** Berkeley Law  
**Location:** Main Campus-Berkeley

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

**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](http://jobs.berkeley.edu/why-berkeley.html).

**Application Review Date**

The First Review Date for this job is:

**Departmental Overview**

Berkeley Law is one of 14 schools and colleges at the University of California, Berkeley. It is consistently ranked as one of the top law schools in the nation. The law school has produced leaders in law, government, and society, including Chief Justice of the United States Earl Warren, Secretary of State of the United States Dean Rusk, Attorney General of the United States Edwin Meese, United States Secretary of the Treasury and Chairman of the Federal Reserve G. William Miller, and former Solicitor General of the United States Theodore Olson.

At Berkeley Law, we are committed to excellence in education and scholarship, as well as equality of opportunity. We believe we have a responsibility to use our substantial intellectual capital to help solve real-world problems and to create a more just society through clinics, research, and policy engagement. We believe that a Berkeley Law degree is a tool for change, both locally and globally, and that we should be educating the leaders of tomorrow. We maintain an environment that nurtures academic and personal growth, respects a diversity of ideas, and stimulates independent thought and critical reasoning.

**Unit Overview:**

Student Services provides Berkeley Law students with academic and personal advising and counseling. Students are encouraged to come to Student Services to
discuss academic plans, questions about the profession, personal concerns, summer activities, and other matters. In addition to counseling individual students, Student Services works with the Boalt Hall Student Association (BHSA) and all the student organizations, supporting their social and community activities such as conferences, workshops, and community-building social occasions.

This is a full-time appointment, with benefits. For details on benefits, please see below.

Responsibilities
Under the supervision of the Dean of Students, the Student Services Coordinator supports the day-to-day functions of the Student Services Office. This involves a wide range of support services. Duties will often cross lines between administrative tasks and student services. Although more sensitive decisions will be made by the Dean of Students and the Director of Student Services, the incumbent will frequently need to exercise independent judgment and be well versed in law school and campus policies and procedures. A substantial portion of the job involves accounting activities and financial transactions working closely with the law school’s Business Office. The Administrative Assistant is on the front lines of student contact, functions with frequent interruption, and must have the ability to remain calm during stressful situations.

GENERAL OFFICE ADMINISTRATION
• Provides front-line customer service and answering inquiries from students, faculty, staff and the general public
• Acts as a first point of contact for purposes of scheduling and calendar maintenance for Dean of Students
• Functions effectively with frequent interruptions in a busy environment while maintaining a pleasant and respectful demeanor and providing attention to detail
• Assists with a variety of correspondence to students
• Maintains lost & found items
• Works with and coordinates activities with the Boalt Hall Student Association (BHSA) board members on various issues, including working closely with the BHSA Treasurer to facilitate the reimbursement of students
• Oversee production of the Boalt Hall yearly planner
• Calendars and coordinates various larger meetings with students and faculty for the Dean of Students

ACCOUNTING AND BUDGET ADMINISTRATION
Oversee the process for funding student activities:

• Collects applications for funding and generating responses
• Explains application procedures to students
• Shepherds requests through the accounting process, from application to reimbursement
• Maintains an office budget and account tracking system following procedures
established by the campus, the law school Business Office and the law school CFO
• Maintains and organizes records
• Works closely with the law school’s business office to master financial transactions and utilize the campus online enterprise systems including BearBuy, Connexxus, and other customized tools and job aids developed by the Business Office

SPECIAL PROGRAMS

• Help plan and organize various aspects of the law school’s orientation, graduation, and admitted students’ day programs:
• Helps to plan orientation and commencement receptions as well as plan other Student Services events throughout the academic year
• Helps with publicizing Student Services events throughout the year
• Coordinates event best practices and event capacity needs with the Special Projects and Event Services unit within the law school
• Compiles materials for various programs and awards
• Works with outside vendors to arrange services consistent with the Business Office guidelines and best practices
• Works with various students and committees
• Plans and oversees the exam breakfast program

Required Qualifications

• Ability to provide excellent customer service in interacting with a diverse community and the general public.
• Ability to make recommendations for business process improvements and handle complaints and requests in a professional and calm manner.
• Ability to effectively organize and execute numerous projects with interruptions in a fast-paced environment.
• Ability to organize calendar and address competing priorities.
• Professional appearance and the ability to maintain decorum and a high degree of quality communication between the various constituents served.
• Pro-active, self-starter working style.
• Proficiency, speed, and accuracy in utilizing computer software programs for word processing (MS Word), spreadsheet (Excel), internet, and other basic software applications.
• Strong problem-solving, analytical, and organizational skills with the ability to multi-task and pay close attention to details, with a goal of achieving high quality outcomes and 100 percent accuracy.
• Solid written/oral communication skills and an ability to understand a broad range of information about the organization and give information about the same over the phone and in person.
• Ability to prioritize work effectively; exercise appropriate initiative; demonstrate proper perseverance and follow through; and display sound judgment.
• Ability to establish and maintain effective working relationships and be an
effective team-oriented member of the unit.

**Preferred Qualifications**
- Prior experience in student services.
- Experience with event planning.
- Specialized knowledge of University policies and campus procedures.

**Salary & Benefits**
The annual salary range for this role is $21.49 – $24.10 per hour.

For information on the comprehensive benefits package offered by the University visit: [http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html](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.

**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, 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](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](http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct)