

Director of Inclusion and Wellness, Student Services  
(4575U), Berkeley Law - 37465  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=187755>

Downloaded On: Sep. 29, 2022 11:47pm

Posted Jun. 24, 2022, set to expire Oct. 21, 2022

<b>Job Title</b>	Director of Inclusion and Wellness, Student Services (4575U), Berkeley Law - 37465
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jun. 24, 2022
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Student Affairs Multicultural Affairs/Diversity
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**Job Description**

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University of California, Berkeley

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, distinguished by its combination of internationally recognized academic and research excellence; the

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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 [\[url=https://apptrkr.com/get\\_redirect.php?id=3173642&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=3173642&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)Guiding Values and Principles, our [\[url=https://apptrkr.com/get\\_redirect.php?id=3173642&targetURL=https://diversity.berkeley.edu/principles-community\]](https://apptrkr.com/get_redirect.php?id=3173642&targetURL=https://diversity.berkeley.edu/principles-community)Principles of Community, and [\[url=https://apptrkr.com/get\\_redirect.php?id=3173642&targetURL=https://strategicplan.berkeley.edu/\]](https://apptrkr.com/get_redirect.php?id=3173642&targetURL=https://strategicplan.berkeley.edu/)our Strategic Plan[\[url=https://apptrkr.com/get\\_redirect.php?id=3173642&targetURL=https://strategicplan.berkeley.edu\]](https://apptrkr.com/get_redirect.php?id=3173642&targetURL=https://strategicplan.berkeley.edu).  
Departmental Overview

UC Berkeley's School of Law is one of the nation's great centers for legal education, ever exploring and pushing new intellectual boundaries while tackling urgent, real-world issues. The law school 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. Currently ranked among the top law schools in the country, the School of Law has ambitious development goals as it looks to continue producing leaders in law, government, and society.

Berkeley Law Student Services provides a wide range of support for the law school's student populations, which includes over 1200 JD, JSP, JSD, and LLM students. Students are encouraged to come to Student Services to discuss academic plans, questions about the profession, personal concerns, and summer planning. The office includes the Dean of Students, the Senior Director of Student Services, the Assistant Director for Student Services, Accessible Education, the Exams Administrator and the Student Services Administrator. The office works as a team to support student life at Berkeley Law, including meeting with students one-on-one and coordinating large student events.  
Application Review Date

The First Review Date for this job is: June 24, 2022.

Responsibilities

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- \* Applying professional Student Services concepts, provides the full range of student services to student population served by the law school:
- \* Provides academic and personal advising to individual students for the entire student body.
- \* Conducts degree audits to ensure timely completion;
- \* Reviews students' progress and advises students on requirements for J.D. degree completion
- \* Assist students with alternative academic options and other similar issues.
- \* Identifies students with progression problems and recommends interventions
- \* Advises Dean of Students about curriculum planning.
- \* Participates in planning academic curriculum in collaboration with Dean of Students and Senior Director of Student Services to ensure academic students' progress and ensure compliance with ABA policies

Events Planning, Programming & Coordination:

- \* Leads and directs a wide variety of projects and follows through with all levels of staff and individuals inside and outside the organization.
- \* Collaborates with other professionals to plan for major events such as Orientation, Commencement, and Admitted Students Weekend.
- \* Serves as lead on Mental Health Awareness Week and the Third Day of Orientation, including conception, design, development, coordination, implementation, and post-event evaluation.
- \* Designs, coordinates and implements Diversity, Equity, Inclusion, and Belonging (DEIB) initiatives, activities, and other programming at Orientation and Admitted Students Weekend
- \* Oversees and plans programs and training sessions with students, staff, and faculty to promote the school's effort to build and maintain an environment that is inclusive, pluralistic, and diverse.
- \* Regularly convenes meetings of Affinity Group Leaders. Hosts events, including transitional retreat for leaders.

Student Conduct:

- \* Assists in interpreting campus policies and advising students and faculty on student conduct, student grievances, and disputes.
- \* Serves as subject matter expert on law student wellbeing:
- \* In collaboration with Assistant Dean and Senior Director of Student Services, develops, organizes and delivers programs to address law student wellness.
- \* Advises individual students and student groups about wellness, balance, and stress management, and connects students with outside resources where appropriate.
- \* Participates in professional development and training opportunities.

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### Required Qualifications

- \* Working knowledge of advising and counseling techniques.
- \* Knowledge of or ability to quickly learn University-specific computer application programs including Cal Central and knowledge of University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.
- \* Excellent customer service skills
- \* Excellent organizational and oral/written communication skills
- \* Ability to handle frequent interruptions and still meet multiple deadlines
- \* Ability to work both independently and as part of a team
- \* Ability to maintain confidentiality and security of student records following confidentiality rules established by FERPA, the State of California and the University
- \* Skills in project management, social perceptiveness to be aware of others' reactions and understanding why they react as they do
- \* Skills in judgment and decision-making, problem solving, identifying measures of system performance and the actions to improve performance.
- \* Ability in problem identification, reasoning.
- \* Ability to develop original ideas to solve problems.
- \* Interpersonal skills.
- \* Multicultural competencies; ability to work with diverse populations.
- \* Must be 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.
- \* Must demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community.
- \* Excellent knowledge of human behavior and performance; individual differences in ability, personality, and interest; and learning motivations.
- \* Skills in monitoring/assessing people, processes or services, to make improvements.
- \* Ability to attend occasional early morning, evening or weekend events.
- \* Highly organized with strong attention to detail and ability to work on multiple projects simultaneously.
- \* Highly effective problem identification and solving skills, presentation skills, verbal communication, written communication, and organization skills and the ability to present information in a manner that is appropriate for the needs of the audience.
- \* Excellent analytical, critical thinking, project management, and problem recognition, avoidance, and resolution skills with the ability to think creatively to solve problems and develop solutions.
- \* Good computer skills and the ability to learn new systems and software programs. Proficiency in Microsoft Office, Google Suite, and video conferencing platforms.



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Education/Training:

\* Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

\* J.D. preferred Familiarity with legal education preferred. Member of a state Bar in good standing preferred.

Salary & Benefits

This is an exempt, monthly paid position. Annual salary is commensurate with experience within the range of \$70,000.00 - \$74,700.00.

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

[url=https://apptrkr.com/get\_redirect.php?id=3173642&targetURL=https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

How to Apply

Please submit your cover letter and resume as a single attachment when applying. Please upload the document in the Resume section, then skip the (optional) Cover Letter upload section.

Other Information

This is a full-time (M-F; 40-hours/week), Career position.

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:

[url=https://apptrkr.com/get\_redirect.php?id=3173642&targetURL=https://www.eeoc.gov/sites/default/files/mig

For the complete University of California nondiscrimination and affirmative action policy see:

[url=https://apptrkr.com/get\_redirect.php?id=3173642&targetURL=http://policy.ucop.edu/doc/4000376/Nondis



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To apply, please visit:

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### **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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