

Director of Student Life (4576U) Job 69665 - College of
Computing, Data Science, and Society (CDSS)
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238811>

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Posted Jul. 28, 2024, set to expire Nov. 4, 2024

Job Title	Director of Student Life (4576U) Job 69665 - College of Computing, Data Science, and Society (CDSS)
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 28, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Student Affairs
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Job Description

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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,

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distinguished by its combination of internationally recognized academic and research excellence; the 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 [Guiding Values and Principles](#), our [Principles of Community](#), and [our Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

The College of Computing, Data Science, and Society (CDSS) is a dynamic, innovative new college at UC Berkeley that represents a once-in-a-generation transformation. The College brings together faculty, researchers, staff and students from computing, statistics, the humanities, and social and natural sciences, mirroring the cross-cutting nature of data science and redefining the research university for the digital age.

Core to the College is a commitment to examining how the digital revolution affects equity and opportunity-and building the capacity to respond to these challenges. CDSS was created to meet the opportunities and demands of a world where data, machine learning, and artificial intelligence inform practice and policy in virtually every arena. The College connects the Data Science Undergraduate Studies program, Department of Electrical Engineering & Computer Sciences, Department of Statistics, the Berkeley Institute for Data Science, Computational Precision Health, and the Center for Computational Biology.

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The College is responsible for growing Berkeley's broad-based undergraduate programs in data science, computing, statistics and other interdisciplinary programs, including classes and programs serving thousands of undergraduate students a year.

Visit this website to learn more about the future home of CDSS in the new Gateway Building:
<https://data.berkeley.edu/news/uc-berkeley-showcasesplans-cdss-future-home-new-video>

Application Review Date

The First Review Date for this job is: June 12, 2024 - Open Until Filled

Responsibilities

40% Leadership:

Work collaboratively with College Program staff, College Advising staff, and CDSS Chief Diversity Officer (CDO) to identify opportunities for collaboration between CDSS units and implement college-wide initiatives aimed at promoting student well-being. Analyze and monitor student engagement with CDSS programs, including career services, research opportunities, peer mentor groups, scholars communities, and advisory groups, and recommend new practices and communications. Identify unmet student needs, report these to program directors, advising director, associate dean, and CDO, and develop plans for addressing them. Coordinate evaluation efforts with co-curricular program managers. Utilize independent decision-making authority to identify, reach out to, and counsel students experiencing complex and simultaneous problems or lacking participation in student communities. Help students make connections with academic and nonacademic departments, and make referrals to appropriate resources.

35% Program Organization and Development:

Apply advanced student development and academic advising theories, knowledge, and experience to support undergraduates in identifying, defining, and obtaining their educational goals. Establish program goals, determine priorities and set deadlines. Develop processes that utilize specially designed software to coordinate student engagement with CDSS programs, including career services, research opportunities, peer mentor groups, scholars communities, and advisory groups. Create guidelines and coordinate with advising staff to provide students with opportunities to build community through study/support groups, gain navigational capital for Berkeley resources and services, and consistently and easily access peer mentors. Assess, monitor, and verify students' academic progress as well as engagement in cocurricular activities to ensure satisfaction with Berkeley experience. This includes tracking progress toward degree as well as engagement in

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research and internship opportunities, and membership in student groups. Organize student peer teams to support CDSS programs, which includes oversight of the application, hiring, training, and evaluation. Manage and provide support for student leaders and advisory groups. Identify strategic approaches that holistically support the development of students preparing for careers in CDSS majors, with particular focus on the needs of students from traditionally underrepresented backgrounds.

20% Outreach and Communication:

Advise CDSS departments on outreach strategies for new students and serve as liaison to campus organizations supporting new student needs. Oversee student communication efforts, create informational, and organize workshops for assisting students in finding opportunities that support and engage them. Assist students in taking full advantage of a wide range of academic and nonacademic enrichment opportunities. Advise on special eligibility requirements such as Honors programs, fellowships, and scholarships. Assist in dissemination of information about the College and its programs at admissions outreach and recruitment events. Provide prospective students, their families, and school administrators with pertinent information about college programs.

5% Professional Development and Growth: Engage in opportunities for training, workshops, seminars, pertinent to the position.

Required Qualifications

- Strong communication and interpersonal skills to communicate effectively with all levels of staff and faculty, both verbally and in writing.
- Excellent capacity for teamwork.
- Proven advising skills with strong decision-making skills and demonstrated good judgment.
- Strong organizational, planning, and decision making skills with the ability to prioritize work
- Excellent project management skills, plus the ability to work independently, and the ability to work well directly with faculty and with a diverse range of campus partners both within and outside of CDSS.
- Excellent interpersonal skills, demonstrating a desire to promote diversity, equity, inclusion and belonging to establish and maintain positive & professional working relationships with colleagues, students and team members from diverse cultures, economic backgrounds and nationalities.
- Ability to use discretion and maintain confidentiality.
- Skills in monitoring / assessing people, programs, processes, or services, to make
- Capacity to develop creative proposals to address internal policy and procedure challenges within framework of general guidance from unit leadership.
- Strong critical thinking skills in designing solutions that can be implemented in a fast-paced

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environment.

- Ability to collaborate with technical experts to design and modify software to meet program needs.
- Bachelor's degree in related area and / or equivalent experience / training.

Preferred Qualifications

- Master's degree in related area and/or equivalent experience; or an equivalent combination of education and experience.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

- Classification: Student Services Advisor 4 (4576)
- Anticipated hiring range: \$70,100 - \$95,800
- UCB salary range: \$70,100 - \$124,700
- The salary offer to the final candidate will take into consideration their experience and salary equity with current UC Berkeley employees working in a similar roles.

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.



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Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

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, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

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Contact Information

Please reference Academickeys in your cover letter when
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Contact

N/A

University of California, Berkeley

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