

Admissions Student Advisor Job Posting

Position Information

Multiple positions available

General Position Hours: Flexible hours within Monday through Friday, 9am-4pm with some evening and weekend hours for special events or meetings.

Start Date: ASAP

Pay Rate: \$16.32 per hour

Hybrid Position: Primarily located in-person at 110 Sproul Hall.

Reporting to the Visitor Experience Manager and guided by the Admissions Counselors.

Position Description

Student Advisors are current UC Berkeley students who help throughout the year with student recruiting efforts in the Office of Undergraduate Admissions (OUA). They serve as a crucial point of contact for prospective students and their families through phone calls, at our in-person and virtual front desks, our live-chat system, and various in-person and virtual outreach events.

As a Student Advisor, you help to shape next year's class of Golden Bears. The role is not only an important and unique responsibility, but also a way to meet new friends, make an impact on prospective students and their families, and add valuable leadership experience.

Responsibilities include but are not limited to:

- Engage with prospective students and their families by addressing any concerns and questions about UC Berkeley's undergraduate admissions guidelines, requirements, and eligibility through our points of contact: in-person front desk, virtual front desk, phones, live chat etc.
- Support the administrative work related to student documentation management and processing, as well as data entry.
- Serve on Student Panels during Admissions Presentations.
- Assist the Officers of the Day with the logistics of the admissions presentation which includes room set-up, greeting guests, signing in guests for admissions presentations, providing information, and answering questions.

- Be familiar with the process to register for campus tours. Students and family members may ask about access and availability. The Visitor Center manages campus tours.
- Help in maintaining the Admissions Front Office and Presentation Room.
- Crowd control, help guide visitors to the right location in a fast and precise way to keep the hallway of OUA as clear as possible.
- Be knowledgeable of partner offices and their services to students for referrals and guidance. (i.e. Financial Aid, Cal Student Central, Housing etc.).
- Be aware of peak times (i.e.: Application due date, decision days, document deadlines etc).
- Participate in Professional Development Training organized by Office Staff.
- Support Admission office staff with special programs and projects when needed.

Who we are looking for:

- Be a current and enrolled undergraduate student at UC Berkeley.
- Reflect the diversity of the student population.
- Love to share their enthusiasm for the campus community and their personal student experience.
- Are able to speak multiple languages (a plus).
- Are active on-campus and/or in the community.
- Strong organization skills.
- Ability to multitask and prioritize objectives to meet deadlines.
- Strong attention to detail
- Knowledgeable of university programs, eligibility and admissions requirements.
- Excellent problem solving skills. .
- Professional and positive attitude.

Application Process

Fill out the application and upload your resume at <https://forms.gle/e5Xat9f9idDKiuZAA>. If selected for an interview, we'll reach out via email. If you have questions about the position or the hiring process, please email Michael Cervantes, OUA Visitor Experience Manager, at mcervantes@berkeley.edu

Deadline to Apply:

Open until Filled. Qualified applicants will be invited to an interview.