

## **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: \$16.99 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 Admissions Counselors 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.
- Preference for those who are available over the Summer 2023 period.

### **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](mailto:mcervantes@berkeley.edu)

### **Deadline to Apply:**

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