

Associate Director of Admissions (4509U), Haas School of
Business - 15623
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=154729>

Downloaded On: May. 8, 2021 10:35am

Posted Feb. 28, 2021, set to expire Jun. 26, 2021

Job Title	Associate Director of Admissions (4509U), Haas School of Business - 15623
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Feb. 28, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Admissions/Financial Aid
Apply Online Here	https://apptrkr.com/2168008

Apply By Email

Job Description

Associate Director of Admissions (4509U), Haas School of Business - 15623
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 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

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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 [\[url=https://apptrkr.com/get_redirect.php?id=2168008&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=2168008&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)Guiding Values and Principles, our [\[url=https://apptrkr.com/get_redirect.php?id=2168008&targetURL=https://diversity.berkeley.edu/principles-community\]](https://apptrkr.com/get_redirect.php?id=2168008&targetURL=https://diversity.berkeley.edu/principles-community)Principles of Community, and [\[url=https://apptrkr.com/get_redirect.php?id=2168008&targetURL=https://strategicplan.berkeley.edu/our-strategic-plan\]](https://apptrkr.com/get_redirect.php?id=2168008&targetURL=https://strategicplan.berkeley.edu/our-strategic-plan)our Strategic Plan[\[url=https://apptrkr.com/get_redirect.php?id=2168008&targetURL=https://strategicplan.berkeley.edu/\]](https://apptrkr.com/get_redirect.php?id=2168008&targetURL=https://strategicplan.berkeley.edu/).

Application Review Date

The First Review Date for this job is: March 10, 2021

Departmental Overview

UC Berkeley's Haas School of Business offers a unique opportunity to champion new ideas, collaborate across boundaries, and continually learn in a workplace committed to increasing diversity and creating a welcoming environment for all. Our distinctive culture is captured within our four Defining Leadership Principles: Question the Status Quo, Confidence Without Attitude, Students Always, and Beyond Yourself. These principles distinguish Berkeley Haas as a unique environment, conducive to teamwork, collaboration, and career growth.

Responsibilities

* Provides in-depth information on admissions requirements, prerequisite courses, school / college programs and curricula, specific financial aid criteria, and career opportunities.

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- * Deliver presentations about the programs and represent the School at admissions activities as well as at corporate/professional organization events.
- * Counsel prospective applicants regarding admission requirements, Haas programs, and preparation for MBA study.

- * Provides in-depth information on admissions requirements, prerequisite courses, school/college programs and curricula, specific financial aid criteria, and career opportunities.
- * Assesses academic preparedness of traditional, special-program, and international applicants. Evaluates transcripts and international records for eligibility.
- * Assesses applicants for motivation, initiative, leadership potential, work / life experience, extracurricular activities, socioeconomic status, disability, and educational / personal hardship.
- * Uses extensive knowledge of college / school / department requirements and applicant pool, to assess the applicants' overall record and experience for final admissions determination and recommendation.

- * Evaluate and select students for the part-time MBA programs, including reading/reviewing applications and interviewing MBA candidates.
- * Sit on the Admissions Committee for the Evening & Weekend MBA Program, and make admissions decisions from a selective applicant pool.
- * Oversee the application review and selection process for specific cohorts, as directed.

- * Career Development, by embracing the principle of student always:
 - * Attend classes to enhance expertise in job areas and improve communication.
 - * Attend relevant campus training courses or classes to gain knowledge of or to become more proficient with campus policies and/or role relevant skills.
 - * Seek additional training opportunities that allow growth within the position and to develop professionally.
 - * Supports Senior Associate Director in implementing programs to enhance recruitment and yield including managing student and alumni outreach efforts.
 - * Participate in application yield call strategy and coordination.
 - * Maintain a strong knowledge of competitive programs and their offerings.
 - * Evaluate effectiveness of admissions and/or recruitment programs and makes recommendations for recruitment strategy to enhance yield.

Required Qualifications

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- * Thorough knowledge and experience effectively engaging with a diverse student population.
- * Outstanding oral (including public speaking) and written communication skills.
- * Ability to interpret and communicate University policies and procedures to prospective students and the public.
- * Ability to quickly learn and/or has thorough and comprehensive knowledge of academic programs, including curricula, admissions requirements, and financial aid programs, at UC or other colleges / universities.
- * Ability to establish and maintain cooperative relationships with schools, universities, community organizations, and other institutions.
- * Ability to develop recruitment programs.
- * Demonstrated analytical skills and the ability to make and support admissions recommendations and decisions in a highly competitive admissions environment and to efficiently review large numbers of applications on time and with solid judgment.
- * Self-motivated and able to work with minimal supervision as well as be an integral member of a team-oriented office.
- * Must be available and willing to travel through-out the United States and globally.
- * Must be available to work evening and weekends for recruitment events as needed.

Education/Training:

- * Bachelor's degree and / or equivalent experience/training.

Salary & Benefits

This is an exempt, monthly paid position. Annual salary is commensurate with experience up to \$75,500.00.

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

[url=https://apptrkr.com/get_redirect.php?id=2168008&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.

Other Information



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We are currently hiring for three (3) full-time, career roles. This position will remain open until all three roles have been filled.

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=2168008&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=2168008&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/2168008]https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/H

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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