

Assistant Director of Admissions, Pathway & Persistence
(4509U) 72784
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=244671>

Downloaded On: Sep. 26, 2024 11:41pm

Posted Sep. 11, 2024, set to expire Jan. 8, 2025

Job Title	Assistant Director of Admissions, Pathway & Persistence (4509U) 72784
Department	Office of Undergraduate Admissions
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 11, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Admissions/Financial Aid
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Job Description

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Assistant Director of Admissions, Pathway & Persistence (4509U) 72784

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 [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 Office of Undergraduate Admissions provides a fair opportunity for every applicant to obtain admission to the University, operates in a professional manner that ensures positive staff morale and values hard work and dedication. The team communicates and collaborates effectively, presents a coordinated effort to standardize procedures and document best practices, offer a variety of methods for professional development, and provide first-class customer service in a cost-effective and transparent manner.

Application Review Date

The First Review Date for this job is: September 23, 2024

Responsibilities

This position serves as an active member of the Outreach Team. The work involves developing and implementing programs for student outreach, recruitment, and admissions for the university within

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appropriate constituents and communities; and educating the public about admissions requirements, policies, and processes.

This position oversees outreach, recruitment and admission for a specific region (most recently Contra Costa County of California) and specific campus partners (most recently CEP's The Puente Project and CE3's NavCal).

Recruitment:

- Serves as point of contact for all schools/community colleges in assigned region.
- Represents the University of California, Berkeley at school/community college visits, college nights/fairs, transfer days/fairs as assigned. Behaves in a manner that promotes goodwill on behalf of the University.
- Plans visits to schools, schedules and makes presentations, interviews, and follow-up visits. Identifies potential students, and provides information about higher education generally and UC Berkeley specifically.
- Plans, manages and implements events to enhance recruitment and yield, including New Student Receptions, diversity initiative events, mentoring programs, electronic communications, and similar activities. Assesses effectiveness in attracting quality students to UC Berkeley. Utilizes search and marketing tools and technology.

Application Review:

- Serves as lead reader for assigned region, including the training and management of assigned external readers. Reads and scores applications for first- year and transfer admission.
- Assesses academic preparedness of applicants.
- Assesses applicants for motivation, initiative, leadership potential, work/life experience, extracurricular activities, socioeconomic status, disability, and educational/personal hardship.
- Uses professional judgment when reviewing complex applications for admission.
- Using extensive knowledge of college/school/department requirements and applicant pool, assesses the applicants' overall record and experience for final admissions recommendation.

Advising:

- Serves as liaison between students, parents, colleges/universities, community agencies, and UC Berkeley college/school/department.

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- Provides in-depth information on admissions requirements/selection/eligibility requirements, prerequisite courses, school/college programs and curricula, specific financial aid criteria, and career opportunities.
- Assist prospective applicants with course planning. Responds to general inquiries. Contacts students regarding their admission to Berkeley.

Evaluation:

- Maintains a caseload of newly admitted students and performs course-by- course evaluations for transfer credits.
- Evaluates transcripts for prospective, new and continuing students.
- Mandates supplemental academic preparation as condition of admission where appropriate.
- Determines if applicant has met specific University/campus requirements at point of admission.
- Finalizes applicants' entrance records for the University.
- Recommends cancellation decision be sustained or reversed based on extenuating circumstances, recommendations or supplemental information regarding applicant.
- Contacts applicants regarding status of their admission.

Campus Partnerships:

- Plans, develops, coordinates and implements activities for undergraduate student development in partnership with campus programs.
- Interprets, implements and applies University admission policies.
- Keeps supervisor abreast of progress/process. Maintain and support relationships with alumni and current student groups.

Required Qualifications

- Excellent oral, written and presentation skills.
- Experience and skill in student recruitment and knowledge of marketing research and analysis.
- Time, organization and project management skills.
- Knowledge of K-16 education issues.
- Must maintain current knowledge of applicable rules and standards of all associations and agencies to which the Berkeley campus of the University of California adheres, and, at all times avoid any and all violations of these rules and standards.
- Proficiency in a variety of software applications including, but not limited to, office productivity,

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- customer relations management, and online application reading and evaluation.
- Ability to develop recruitment programs, and design effective materials.
 - Ability to establish and maintain cooperative relationships with schools, universities, community organizations, and other institutions.
 - Thorough and comprehensive knowledge of academic programs, including curricula, admissions requirements/policies/procedures/timelines and financial aid programs, at colleges/universities and specifically at UC Berkeley, and/or specific colleges and schools.
 - Ability to interpret and communicate University policies and procedures to prospective students and the public.
 - Thorough knowledge and experience working with a diverse student population.
 - Bachelor's degree in related area and / or equivalent experience / training.

Preferred Qualifications

- Bilingual capabilities (Spanish) / Multilingual capabilities
- Knowledgeable about Office of the President, Board of Admission and Relations with Schools (BOARS), and the Berkeley campus' Admissions Enrollment & Preparatory Education Committee (AEPE); the Family Educational Rights and Privacy Act (FERPA).
- Master's degree in related area and / or equivalent experience / training.

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.

The budgeted salary range that the University reasonably expects to pay for this position is \$77,860 to \$87,020

- This is a 100% full-time (40 hours per week), career position that is eligible for full UC benefits.



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- This position is exempt and paid monthly.

How to Apply

To apply, please submit your resume and cover letter.

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.

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.



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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/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

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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