

Assistant Director, LA County (4509U), Undergraduate  
Admissions - 75668  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252341>

Downloaded On: Jan. 30, 2025 5:56pm

Posted Jan. 29, 2025, set to expire Jun. 30, 2025

<b>Job Title</b>	Assistant Director, LA County (4509U), Undergraduate Admissions - 75668
<b>Department</b>	Undergraduate Admissions
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jan. 29, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Admissions/Financial Aid
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5961235">https://apptrkr.com/5961235</a>

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**Job Description**

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**Assistant Director, LA County (4509U), Undergraduate Admissions - 75668**

**About Berkeley**

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.



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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

### **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.

### **Position Summary**

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

This position is based in Los Angeles County and involves overseeing in-person outreach, recruitment, and admissions for LA County, California.

### **Application Review Date**

The First Review Date for this job is: 02/10//2025.

### **Responsibilities**

Recruitment:

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- 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.

Advising:

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

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.



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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.

Professional Development & Other Duties as Assigned:

- At certain times of the admissions cycle, the Incumbent may be called upon to support the activities of the office, Enrollment Management and Student Affairs with duties outside of those responsibilities outlined above.
- The staff member in this position must also stay current on changing educational systems and policies.
- Identify professional development activities that would enhance incumbent's skills, knowledge and or experience. These may include, but not limited to, attending and/or presenting at conferences.

**Required Qualifications**

- Due to this position being based in the LA Region, the successful candidate must have the ability to oversee in-person outreach, recruitment, and admission for LA County, California on a (daily/weekly/monthly) basis.

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- Thorough knowledge and experience working with a diverse student population.
- Ability to interpret and communicate University policies and procedures to prospective students and the public.
- Thorough and comprehensive knowledge of and/or can quickly learn 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 establish and maintain cooperative relationships with schools, universities, community organizations, and other institutions.
- Ability to develop recruitment programs, and design effective materials.
- 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, customer relations management, and online application reading and evaluation.
- Bachelor's degree in related area and/or equivalent experience/training.

### **Preferred Qualifications**

- Knowledgeable about and/or can quickly learn 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).
- Bilingual/multilingual capabilities.
- Master's degree in related area and/or equivalent experience/training.

### **Salary & Benefits**

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly at an annual rate and is eligible for UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the University of California's [https://apptrkr.com/get\\_redirect.php?id=5961235&targetURL=](https://apptrkr.com/get_redirect.php?id=5961235&targetURL=)



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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 annual salary range that the University reasonably expects to pay for this position is \$77,860.00 - \$87,020.00.

### **How to Apply**

- To apply, please submit your resume and cover letter.

### **Driving Required**

- A valid driver's license and DMV check for driving record is required.

### **Other Information**

- This is not a visa opportunity.

### **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

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statements acknowledging the responsibilities of a Mandated Reporter.

## Misconduct

**SB 791 and AB 810 Misconduct Disclosure Requirement:** As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[https://apptrkr.com/get\\_redirect.php?id=5961235&targetURL=](https://apptrkr.com/get_redirect.php?id=5961235&targetURL=)

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[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)



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[Abusive Conduct in the Workplace](#)

**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 [https://apptrkr.com/get\\_redirect.php?id=5961235&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5961235&targetURL=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](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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