

Senior Assistant Director of Admissions, International  
Team Manager (4510U), Undergraduate Admission  
University of California, Berkeley

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Posted Mar. 21, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	Senior Assistant Director of Admissions, International Team Manager (4510U), Undergraduate Admission
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Mar. 21, 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
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**Job Description**

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**Senior Assistant Director of Admissions, International Team Manager (4510U), Undergraduate Admission**

### 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.



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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.

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 is responsible for leading the international admissions team. In consultation with the Director and Assistant Vice Chancellor and Senior Associate of Admissions, the incumbent creates an international recruitment strategy that supports the mission and objectives of the University. The incumbent assesses effectiveness of the program and serves as an expert in the office for international admissions issues, providing leadership and guidance to other admissions officers. The incumbent oversees international application review and may also serve as the lead evaluator for international credits for first-year and transfer applications.

### **Application Review Date**

The First Review Date for this job is: 04/02/2025.

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## Responsibilities

### Outreach and Yield Programming:

- In consultation with the Associate Director of Outreach & Diversity, prepares strategy and plans for recruitment driven programs.
- Evaluates effectiveness of admissions and/or recruitment programming and makes recommendations for recruitment strategy to enhance yield.
- Leads other international specialists to develop recruitment plans across international regions to support institutional goals.

### Collaboration and Partnerships:

- In consultation with the first-year and transfer evaluation teams, oversees the design, planning and implementation of the international application review process.
- Prepares training materials for readers evaluating international applications.
- Researches foreign educational systems and analyzes academic records from foreign secondary and tertiary institutions (including study abroad records) to determine eligibility and level of competitiveness.
- Completes transfer credit evaluation process for admitted applicants: secures final official records.
- Ensures accurate information is provided in the student information system which affects a student's academic time to degree.

### Supervision:

- Directly supervises 2-3 Assistant Directors.
- Ensures that staff are meeting departmental objectives, business needs, and compliance with University, campus and departmental policies.
- Determines staffing level of readers if needed to assist in the transfer review cycle.

### Credential Evaluation:

- Oversees and works collaboratively with admissions recruitment specialists on basic international credential evaluation as necessary for completion of workload.
- Reviews most difficult and complex admissions cases, and provides assistance to experienced admissions specialists.

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- Serves as a resource to all first-year and transfer readers on foreign academic credentials, providing assessment of academic preparation and appropriate knowledge of educational systems, detailed evaluation of college, major requirements and transferability of course work credit.

Advising and Recruitment:

- Serves as point of contact for assigned region.
- Schedules visits and represents the University of California, Berkeley at school/community college/program visits, college nights/fairs, transfer days/fairs as assigned.
- Behaves in a manner that promotes goodwill on behalf of the University.
- Provides information about higher education generally and UC Berkeley specifically.
- Supports Associate Director of Marketing & Yield Programs in planning and implementing events to enhance recruitment and yield, particularly for international admitted students.
- Assesses effectiveness in attracting quality students to UC Berkeley.
- Utilizes search and marketing tools and technology.
- Serves as liaison between students, parents, colleges/universities, community agencies, and UC Berkeley college/school/department.
- Provides in-depth information on admissions/eligibility requirements, prerequisite courses, school/college programs and curricula, specific financial aid criteria, and career opportunities.
- Responds to general inquiries.
- Represents college/school/department or campus as it relates to a specialist's specific area of expertise and provides guidance to other specialists in that area of expertise, such as international admissions.

Application Review and Evaluation:

- Serves as lead reader for assigned region.
- Conducts holistic and/or comprehensive reviews of applications, assessing academic preparedness of applicants.
- Uses professional judgment when reviewing complex applications for admission.
- Maintains a caseload of newly admitted students and perform course-by-course evaluations for eligibility review and record verification.
- Evaluates transcripts for prospective, new and continuing students.
- Determines if applicant has met specific University/campus requirements at point of admission.
- Finalizes applicants' entrance records for the University.

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Represents Berkeley OUA system-wide and to other specialists:

- Propose program modifications as necessary; maintain documentation, including historical summaries. Initiate and develop reports as necessary.
- Serve as a liaison with other offices, colleges and schools on campus concerning international student issues; especially the Berkeley International Office, and admissions officers at other UC campuses.

Professional Development and 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

- Advanced knowledge of project management including program design, implementation and evaluation.
- Advanced knowledge and experience working with a diverse student population.
- Advanced knowledge and understanding of and/or can quickly learn UC, and the ability to interpret and communicate policies and procedures to prospective students and the public.
- Advanced and comprehensive knowledge of and/or can quickly learn academic programs, including curricula, admissions requirements, and financial aid programs, at colleges / universities and specifically at UC.
- Advanced knowledge of tertiary level foreign credentials, secondary school records, study abroad programs and policies, and the knowledge of major educational systems of the world.
- Advanced ability to establish and maintain cooperative relationships with schools, universities, community organizations, and other institutions.
- Advanced ability to develop recruitment programs, and design effective materials.
- Advanced knowledge of admissions requirements for campus/school/college, including mitigating

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circumstances.

- Bachelor's degree in related area and/or equivalent experience/training.

### Preferred Qualifications

- 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=6093625&targetURL=](https://apptrkr.com/get_redirect.php?id=6093625&targetURL=)

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 \$95,965.00 - \$107,255.00.

### How to Apply

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

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### Other Information

- This is not a visa opportunity.
- This is a hybrid position with approximately 40% time in-office/on campus (subject to change).

### 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.

### 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:



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

[UC Anti-Discrimination Policy](#)

[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=6093625&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=6093625&targetURL=U.S. Equal Employment Opportunity Commission) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).





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**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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