

Assistant Vice Chancellor and Director of Undergraduate  
Admissions (0304U) 78238  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=256882>

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Posted May 12, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	Assistant Vice Chancellor and Director of Undergraduate Admissions (0304U) 78238
<b>Department</b>	Undergraduate Admissions
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	May 12, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Vice-(President/Provost/Chancellor)
<b>Academic Field(s)</b>	Undergraduate Education Admissions/Financial Aid
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**Job Description**

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**Assistant Vice Chancellor and Director of Undergraduate Admissions (0304U) 78238**

**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

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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

Reporting directly to Olufemi "Femi" Ogundele, Associate Vice Chancellor & Dean of Enrollment, the new Assistant Vice Chancellor and Director, Office of Undergraduate Admissions (AVC) will work closely with Femi Ogundele to refine and implement innovative enrollment strategies. The successful candidate will be plugged into major trends of the admissions profession and higher education as a whole, exhibiting curiosity about emerging best practices and a perpetual appetite to learn. A strategic mindset is a must, as is readiness to join an office that is spearheading new concepts and approaches in undergraduate admissions. Leading the day-to-day activities of the undergraduate admissions team and the visitor's center, and working in collaboration with Enrollment Management and campus colleagues, the AVC is responsible for the implementation, execution and assessment of an ambitious goal- and mission-driven strategic plan throughout all phases of the new student recruitment, reading, admission, enrollment and matriculation processes. The AVC oversees an office consisting of ~50 full-time staff members and an average of 200 seasonal application readers, and is responsible for an \$11 million budget for the office of admissions and Koret Visitor Services.

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The AVC will have the managerial and strategic background necessary to provide exemplary and enthusiastic leadership for all on and off-campus constituents engaged in the recruitment effort in a fast-paced environment with high expectations. The AVC will be a creative thinker, strong executor, quantitatively inclined, with high energy, a competitive spirit, intellectual curiosity, strong character, discipline and a commitment to staff development in order to bring best practice, excellence and innovation to this institutionally-critical role. The successful candidate will have significant experience in leading undergraduate admissions. A bachelor's degree is required, and a master's degree is preferred.

UC Berkeley is internationally renowned for excellence across all disciplines, for the opportunities it affords students of all backgrounds, and for scientific discovery, innovation and cultural creativity. The [Berkeley campus](#) is home to more than 31,000 undergraduates and more than 11,000 graduate students and approximately 1,500 ladder-rank faculty across 14 schools and colleges. Located near San Francisco and Silicon Valley, the campus sits at the epicenter of imagination and invention.

The AVC reports to the Associate Vice Chancellor of Enrollment Management and Dean of Undergraduate Admissions. Direct reports to the AVC include:

- Senior Associate Director of Evaluation
- Associate Director of Systems and Operations
- Associate Director of Marketing and Communications
- Associate Director of Diversity and Outreach
- Strategic Initiatives Advisor

### **Application Review Date**

The position will remain open until filled, with application reviews beginning in mid June. For full consideration, we would recommend applying by Monday, June 16th at 9:00 AM PT.

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## **Responsibilities**

The next AVC and Director of Undergraduate Admissions will have several main areas of responsibility, serving as the managing executive of the Office of Undergraduate Admissions and a leader within the Enrollment Management unit, representing undergraduate admissions expertise in campus or external committees, and developing and implementing undergraduate admissions-related policies and programs.

### **Serving as a campus leader with the overall responsibility of the undergraduate admission program and its continued alignment with key campus goals:**

- Manages the campus' undergraduate admissions and readmission programs and processes;
- Makes data-driven, and strategic decisions that impact the long-term success of the University.
- Places a high value upon and makes a strong commitment to increasing access to higher education and understands that the university can function as an engine of social mobility creating the opportunity to forever change lives and to elevate the family trajectory of an admitted student within the span of one generation.
- Monitors and reports on the admission process and, when necessary, brings policy issues and new initiatives to the attention of the Academic Senate. Initiates or coordinates the development of new procedures, data analysis and research.
- Assures the security and integrity of undergraduate admissions files from creation to disposition, including working with campus and Student Affairs IT to ensure security of all electronic files. Assures departmental compliance with all University/campus policies and state and federal laws governing the disclosure of information.
- In collaboration with the Associate Vice Chancellor and Dean, coordinates the planning and implementation of admissions selection and the numerous supplemental and quality control review processes. Coordinates admission notification with other units, such as Housing, Alumni Association and Financial Aid. Accepts/denies appeals from non-selected and late applicants and preparation of responses to appeals made directly to the Chancellor.

### **Serving as a strategic and thoughtful leader and executive advisor of Admissions for the Enrollment Management unit:**

- Directs the development of reports, publications, data analysis and computer systems support to provide information to the general public, the University and the campus community on matters relating to admissions, recruitment and yield.
- Exercises initiative and judgment in determining the types of information the Associate Vice

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Chancellor and Vice Chancellor require to execute management authority prudently and communicates such information in a timely manner.

- Serves on the Enrollment Management executive team alongside the university registrar, the AVC of Financial Aid and Scholarships, and the AVC of the Center for Educational Partnerships.
- Maintains relationships with other campus administrative and academic units such as Financial Aid and Scholarships, Dean of Students, Alumni Association, Housing, Center for Educational Partnerships, Office of the Registrar and the Office of Planning and Analysis.

**Providing strategic direction and guidance to the Office of Undergraduate Admissions (OUA) and inspiring and leading the OUA in its continued success:**

- Establishes and maintains cutting-edge procedures that will keep the office prepared for the next three to five years. Within the Office of Undergraduate Admissions (OUA) this means utilization of comprehensive, holistic reviews of applications and adhering to the academic policies and guidelines established by the Academic Senate.
- Works collaboratively with the Leadership Team and coaches and mentors subordinate staff and managers. Creates and manages a team culture of openness, positivity, accountability, and learning that aligns with the campus's Principles of Community.
- Provides for management controls including the development and utilization of methods designed for evaluating the effectiveness of reporting units and development of appropriate reporting systems to ensure continuous evaluation.
- Provides for general communications informing OUA staff about the goals and objectives of the University of California, Berkeley, the relationship of assigned functions of the OUA to the operation of the campus and other matters as may promote a better understanding of the OUA's role in contributing to the prestige of the institution.
- Devises and implements methods for measuring the effectiveness of communication systems.

**Taking on an external-facing leadership role by representing UC Berkeley as the "flagship university" within the University of California system, the state of California, the United States and the international community. Serving as the "public figure" of the University on state, national and international boards:**

- Responsible for the outreach and the building of collaborative relationships with significant constituent groups.
- Coordinates and interacts with the Office of the President on admissions-related issues.
- Serves as a non-voting member of the Academic Senate's Committee on Admission, Enrollment & Preparatory Education (AEPE).
- Confers with and advises the Associate Vice Chancellor and Vice Chancellor on recruitment and

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undergraduate admissions.

- Reports to, confers with and advises the Coordination Board for Admissions, Financial Aid and Enrollment Management (Coord Board), chaired by the Executive Vice Chancellor and Provost. Staffs the Coord Board and is responsible, in consultation with the Associate Vice Chancellor and Vice Chancellor for Student Affairs, for setting the agenda and providing the analytical framework for Board decisions.
- Coordinates with the Office of the President and committees of the Academic Senate in setting policies and procedures for system-wide admissions. Works with other campuses in recommending to the Board of Admissions and Regulations with Schools (BOARS) and The Regents system-wide policies that affect undergraduate admissions and recruitment/relations with schools issues.
- Develops and maintains successful working relationships with the various levels of campus management and those members of the campus community being served by the OUA.
- Active in regional, state and national professional associations, i.e., The Association of College Admission Officers at Public Universities (ACAOPU) ; the National Association of College Admissions Officers (NACAC) and the College Board.

**Serving as the campus expert and advisor relating to policy: makes and implements decisions regarding the administrative policies and practices of the managed programs:**

- As a member of the Admissions, Enrollment and Preparatory Education Committee helps formulate undergraduate admissions policy.
- As staff to the Coordination Board for Admissions, Financial Aid and Enrollment Management, helps shape policy decisions that are binding for the campus.
- Designs policies, practices, procedures and computer systems necessary for proper implementation. Exercises initiative, discretion and judgment in the proposal of timely revisions to existing academic policy necessary to maintain or achieve efficient and effective operation; or requests exception to existing policy necessary for the coordination of the OUA with other operating units and special needs of the campus. Works closely with the Provosts and Deans of the schools and colleges and the standing committees of the Academic Senate.
- Delivers executive leadership and management of the Office of Undergraduate Admissions and 5 direct reports. Managing and allocating an \$11 million budget to successfully meet admission targets.

**Partnering on outreach efforts: in leadership and collaboration with their team, the role develops communication and marketing strategies that balance Berkeley's commitment to excellence and access, including students from underrepresented groups:**



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- Creates innovative and strategic utilization of technology internally for data processing and externally through social media.
- Creates outreach strategy to travel in California, the US and around the globe while also finding time for outreach with the talented students who live in rural, suburban or inner city areas or are first in their families to attend college.
- Develops and maintains a broad and current knowledge of goals and objectives of the Berkeley campus and represents the institution in such a manner as to promote goodwill and public support.
- Develops and maintains communication and public relations contacts via written correspondence and a variety of publications. Makes group presentations and submits written and oral testimony before government boards and agencies.
- Deals with the extremely sensitive political issues which surround recruitment and undergraduate admissions. Conduct interviews with students, local, state, national and International media.
- Directs the development and implementation of the annual Marketing and Recruitment Plan, including: from pre-admission advising to academic course planning for prospective students; admissions presentations to campus tour groups; recruitment visits to high schools, community colleges and community-based organizations; recruitment efforts to students for whom access to the University may be problematic.
- Manages the flow of information to high schools, community colleges and the public through counselor newsletters, publications, recruitment videos, public presentations and electronic media.
- Leads efforts to maintain the campus enrollment goal of 23.2% non-resident student body, and prepares to meet changing legislative requirements and expectations.
- Manages the relationships with the Cal Alumni Association including more than 300 volunteers who help with recruitment and yield activities.

### Required Qualifications

- Demonstrated working knowledge of admissions policy, trends in admissions and target management.
- Excellent skills in managing an organization and its resources
- Strong skills in people leadership - coaches and mentors subordinate managers.
- Advanced knowledge of higher education processes, protocols and procedures for budget, account and fund management.
- Develops departmental goals and possesses strong skills in monitoring people, processes, or services for evaluation and improvement.
- Familiarity with personnel management and policy and knowledge of human resources and risk management planning.

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- Strong execution skills to implement strategy with little oversight through organization and building and maintaining stakeholder buy-in.
- Creativity and originality in conflict management, complex problem-solving, and resource and time management.
- Ability to work collaboratively and maintain strong relationships with faculty and other campus entities, particularly the Berkeley Division of the Academic Senate.
- Strong political acumen, understanding governance, being mindful of environment, culture, process, procedure, and how decisions are made, and always open to reconsideration
- Ability to work collaboratively with the system-wide Admissions Office which resides in the [UC Office of the President](#).
- Demonstrate a commitment to fairness and access in both the student body and staff. Proven success in improving access to education for students, in alignment with institutional values and mission.
- Bachelor's degree in related area and / or equivalent experience / training.
- Significant number of years of progressively responsible experience in admissions are required, as is experience managing staff.

### Preferred Qualifications

- Advanced degree in related area and / or equivalent experience / training preferred.
- Background in a large public university setting and/or selective undergraduate admission are highly desirable.
- State-of-the-art, expert knowledge of admissions policy, trends and admissions and enrollment planning, including target setting and outreach programs. Demonstrated experience in strategies and results in underrepresented, non-resident and international student recruitment.
- 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).
- Bilingual / multilingual capabilities.

### 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



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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 \$200,000.00 to \$210,000.00.

The full salary range associated with the classification is \$134,200.00 to \$263,400.00.

### **How to Apply**

To apply, please submit your resume and cover letter.

### **Driving Required**

Required to hold valid driver's license, have a driving record that is in accordance with local policies/procedures, and/or enroll in the California Employer Pull Notice Program.

### **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 Disclosure**

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

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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:

[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 Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

### **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**

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