

Senior Associate Director, Full-time MBA Admission
(4510U), Haas School of Business - 2686 - 2686
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=133402>

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Posted Nov. 12, 2019, set to expire Mar. 10, 2020

Job Title	Senior Associate Director, Full-time MBA Admission (4510U), Haas School of Business - 2686 - 2686
Department	
Institution	University of California Berkeley Berkeley, California
Date Posted	Nov. 12, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Associate/Assistant Director
Academic Field(s)	Admissions/Student Records/Registrar
Apply Online Here	https://apptrkr.com/1704673

Apply By Email

Job Description

Senior Associate Director, Full-time MBA Admission (4510U), Haas School of Business - 2686 - 2686
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

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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 [\[url=https://apptrkr.com/get_redirect.php?id=1704673&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=1704673&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)Guiding Values and Principles, our [\[url=https://apptrkr.com/get_redirect.php?id=1704673&targetURL=https://diversity.berkeley.edu/principles-community\]](https://apptrkr.com/get_redirect.php?id=1704673&targetURL=https://diversity.berkeley.edu/principles-community)Principles of Community, and [\[url=https://apptrkr.com/get_redirect.php?id=1704673&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=1704673&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)our Strategic Plan.

Application Review Date

The First Review Date for this job is: November 22, 2019

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.

For more information about the Haas School of Business visit:

[\[url=https://apptrkr.com/get_redirect.php?id=1704673&targetURL=https://haas.berkeley.edu/about/\]](https://apptrkr.com/get_redirect.php?id=1704673&targetURL=https://haas.berkeley.edu/about/)<https://haas.berkeley.edu/about/>

Responsibilities

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- * Assists management in the design and implementation of admissions efforts for the full-time MBA program.
- * As a member of the admissions management team, contribute to the development of the overall strategic plan for full-time MBA admissions, manage implementation of assigned elements, and serve as senior admissions liaison at cross-departmental events or projects.
- * Complete domestic and international travel for recruiting and yield events.
- * Represents Berkeley Haas full-time MBA program to prospective students, corporations, and alumni through large and small format presentations or discussions.
- * Review and evaluate hundreds of applications annually for admission to the full-time MBA program.
- * Make admission decisions from highly competitive applicant pool and demonstrate subject matter expertise over assigned segments.
- * Manage small team of admission employees.
- * Lead recruiting, training, and performance
- * evaluation associated with the management of staff.
- * Evaluates the effectiveness of the recruitment program, considering general college admissions/enrollment goals, financial aid/scholarships, number of applicants, acceptance rate, and graduation rate from the University.
- * Identify and participate in personal and professional development initiatives to improve knowledge of Berkeley Haas, the admissions landscape, or gain other skills and insights relevant to this role.

Required Qualifications

- * Advanced knowledge of project management including program design, implementation, and evaluation.
- * Advanced knowledge and experience working with a diverse student population.
- * Knowledge and understanding and/or the ability to learn, of UC Berkeley, and the ability to interpret policies and procedures to prospective students and the public.
- * Advanced and comprehensive knowledge of admissions requirements, and financial aid programs at colleges/universities
- * 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 circumstances/bases for exceptions.
- * Advanced skills to develop the school's/college's strategic recruitment plans, designing outreach and recruitment programs and materials that will attract and enroll top candidates to the school/college, including students from under-represented groups.



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* Knowledge and experience in marketing, communication, and/or event management.

Education/Training:

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

Preferred Qualifications

* Graduate degree preferred and/or equivalent experience/training.

* Minimum of five years of work experience in graduate school administration or corporate recruiting preferred.

Salary & Benefits

This is an exempt, monthly paid position. Annual salary is commensurate with experience up to \$93,900.00.

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

[url=https://apptrkr.com/get_redirect.php?id=1704673&targetURL=http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

How to Apply

Please submit your cover letter and resume as a single attachment when applying.

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



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about your rights as an applicant see:

[url=https://apptrkr.com/get_redirect.php?id=1704673&targetURL=http://www.eeoc.gov/employers/upload/pos

For the complete University of California nondiscrimination and affirmative action policy see:

[url=https://apptrkr.com/get_redirect.php?id=1704673&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1704673]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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