

Assistant Director of Admissions and Operations (4508U),
Haas School of Business - 60292
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=223585>

Downloaded On: Apr. 18, 2024 7:19pm

Posted Oct. 13, 2023, set to expire Jun. 30, 2024

Job Title	Assistant Director of Admissions and Operations (4508U), Haas School of Business - 60292
Department	Haas School of Business
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 13, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Graphic Design/Marketing Admissions/Student Records/Registrar
Apply Online Here	https://apptrkr.com/4687643

Apply By Email

Job Description

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Assistant Director of Admissions and Operations (4508U), Haas School of Business - 60292

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.



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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 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

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: <https://haas.berkeley.edu/about/>

The Haas School of Business embraces flexible working arrangements for its employees. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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Application Review Date

The First Review Date for this job is: 10/25/2023.

Responsibilities

The Assistant Director of Admissions and Operations acts as a resource for admissions, marketing, and recruiting operations for the Berkeley Working Professional MBA Programs (WPMBA) program. This position is critical to the functioning of the entire office as it's the primary operational role in the office. This position functions as a project manager for all operational aspects of the application process.

OPERATIONS

- Under the direction of the Sr Associate Director, plan, organize and direct the operational aspects of the admissions process for the Berkeley WPMBA program ensuring deadlines are met. Managing applications includes reviewing electronic files, querying for specific applicant populations in Slate application software, identifying applicants in need of follow-up due to incomplete or incorrect paperwork, and verifying applicant credentials.
- Use professional judgment while managing applications by communicating with expertise to applicants and summarizing applicant qualifications to admissions staff.
- Manage process for special requests such as early decisions, deferrals, exemptions and transfers.
- Managing all elements of the candidate interview process.
- Maintain applicant database integrity, including coordinating data analysis and reporting.
- Update and oversee the Berkeley WPMBA program websites.
- Builds and maintains relationships with student services to ensure proper matriculation of students.
- Coordinates the employment verification process and ensures that all admitted students receive Graduate Admissions approval and manages exception requests.
- Initiates yearly process improvements.

MARKETING

- Provides information about higher education in general and Haas and/or the Berkeley WPMBA program via one-on-one and to groups.
- Provides information on admissions requirements.

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- Provides expert and professional quality advice to inquiries from prospective students regarding entrance requirements, application procedures, financial aid availability, etc.
- Assists in recruitment activities, including writing or editing materials, and representing the Berkeley WP MBA program at admissions events and other forums in or outside of business hours.
- Assists in the creation, distribution, and analysis of information from reception surveys
- Assists with email communications and Hubspot.
- Makes updates to various websites as needed through Hubspot and Wordpress.
- Assists in the planning and implementation of events and yield activities designed to attract admitted students to enroll in the programs.
- These activities include the coordination of receptions at Haas and/or outside venues, and class visits.
- Coordinates email lists, direct mailing initiatives, class visits, admissions welcome packets, and other activities as necessary.

ADMINISTRATION/TECHNICAL

- Work with Sr Associate Director annually on updating and managing, testing and implementing the online application using Slate; liaise with Computing Services on database and other projects, as needed.
- Responsible for overseeing application fees and enrollment deposits.
- There is no cash handling associated with this position.
- Act as liaison to the program office; attend weekly program office staff meetings and share information between groups.
- Run reports and perform data analysis from current systems.
- Other administrative duties as needed.

Professional Learning and Growth

- Embraces the principle of being a "student always" by engaging in opportunities for training, workshops, seminars, continuing education pertinent to the position, or at the suggestion of the supervisor.
- Actively contributes to a team environment that fosters and promotes a culture of diversity, equity, inclusion, and belonging (DEIB) within the unit and at Haas.
- Engages in ongoing education to promote diversity, equity, inclusion & belonging by completing University sponsored certifications & training sessions (I.e: MEP Workshop, Implicit Bias

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Certification, LinkedIn Learning workshops, and other workshops & seminars offered by the University or Haas, as they are made available) or by engaging in external seminars & resources related to DEIB.

- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.

Required Qualifications

- Knowledge and experience working with a diverse student population.
- Must be able to quickly adapt to a university setting, and quickly learn the University's policies and procedures so as to be able to fluently interpret policies and procedures when communicating to prospective applicants and the public.
- Experience with Slate admissions software system or similar business-related software system.
- Basic understanding of relational databases and query structures.
- Exhibits finesse in maintaining cooperative relationships with schools, universities, community organizations and other institutions.
- Effectively displays strong communication skills both orally and in writing.
- Strong organizational, analytical and interpersonal skills.
- Outstanding customer service with focus on attention to detail.
- Manifests a high level of professionalism in working with applicants with significant work experience.
- Has the propensity to work independently and with minimal supervision and, demonstrating a talent towards establishing priorities, meeting deadlines and working effectively as part of a team.
- Must have a high comfort level with technology, demonstrating proficiency with MS Office, Google applications, and higher education admissions software.
- Availability to work some evenings and weekends as needed/requested.
- Excellent interpersonal skills, demonstrating a desire to promote diversity, equity, inclusion and belonging to establish and maintain positive & professional working relationships with colleagues, students and team members.
- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.
- Demonstrates an understanding of and commitment to diversity, equity, inclusion, and belonging in a business, organization or public university setting.

Education/Training:

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

Salary & Benefits

This is a 100% full-time (40 hrs a week) non-exempt career position, which is paid hourly and eligible for UC 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 or hourly range that the University reasonably expects to pay for this position is \$28.30 - \$38.31.

How to Apply

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

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



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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 about your rights as an applicant, please see [the U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

To apply, visit

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

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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