

Admissions Recruitment Specialist 2 (4508U) - IEOB,
College of Engineering
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238413>

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Posted Jul. 1, 2024, set to expire Sep. 27, 2024

Job Title	Admissions Recruitment Specialist 2 (4508U) - IEOB, College of Engineering
Department	College of Engineering
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 1, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Admissions/Student Records/Registrar
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Job Description

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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

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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

The College of Engineering (COE) at UC Berkeley is recognized for its educational and research excellence, consistently ranking among the top three Engineering colleges in the United States. With more than 250 regular faculty members, 1,800 graduate students and 3,200 undergraduate students located in seven academic departments, Engineering is the second largest college on the Berkeley campus.

The Industrial Engineering and Operations Research Department (IEOR) is an academic department within the College of Engineering (COE). IEOR is home to 15 core faculty, 6 emeriti, and 4-5 lecturers. The department offers bachelor's, master's, and doctoral degrees; as well as two professional master's programs - Master of Engineering (MEng) and Master of Analytics. IEOR is at the forefront of research and teaching of operations research and analytics methods, as well as the advancement of quantitative methodologies to solve problems in the areas of healthcare, supply chains, energy, security, finance, and e-commerce. The department has strong ties with other departments in the UC Berkeley College of Engineering and enjoys close relationships with the departments of Statistics, Mathematics, and

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Economics, as well as with the Haas School of Business.

The Industrial Engineering & Operations Research department Graduate Student Affairs Office is recruiting up to 15 Readers to assist the Admissions Committee in reading and evaluating applications for admissions to our professional master's programs. The work will range 10 to 20 hours per week and will include training sessions on campus and reading approximately 120 applications (typically done at your home/off campus) the remainder of the time. We require the position to work approximately 2 weeks in mid January 2025, with anticipated secondary reviews in mid February to late Feb.

This is a part-time, limited term appointment. *There is a possibility for re-appointment in subsequent years.*

Application Review Date

The First Review Date for this job is: July 12, 2024 - Open Until Filled

Responsibilities

80% -Exercises professional judgment in reviewing, evaluating, and recommending applicants for admission using established guidelines. Review and evaluate approximately 120 applications.

10% - Review applicants' undergraduate and/or graduate transcripts, resume and work experience, letters of recommendations and essays, and standardized test scores.

5% -Consult with experienced level staff or faculty when reviewing more complex applications.

5% - Review admissions training materials and becomes familiar with prerequisite courses and equivalents.

Required Qualifications

- Ability to read between 10 to 20 hours each week.
- Ability to communicate effectively orally and in writing.
- Ability to analyze and synthesize large amounts of information.
- Position requires successful completion of a background check.

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Preferred Qualifications

- Bachelors degree in related area and/or equivalent experience/training.
- Familiarity with STEM degrees and courses.

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 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 \$29.31 to \$39.85 hourly, commensurate with experience. This is a Limited, 50% (variable) FTE appointment.

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, please see the [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/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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