

Recruitment and Career Services Specialist (4509U)  
70459  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238760>

Downloaded On: Aug. 10, 2024 1:16pm

Posted Jul. 29, 2024, set to expire Nov. 4, 2024

<b>Job Title</b>	Recruitment and Career Services Specialist (4509U) 70459
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jul. 29, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Counseling Services Admissions/Student Records/Registrar
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5385410">https://apptrkr.com/5385410</a>

**Apply By Email**

**Job Description**

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**Recruitment and Career Services Specialist (4509U) 70459**

**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](http://grow.berkeley.edu).

### **Departmental Overview**

Berkeley Social Welfare is one of the nation's leading social work graduate programs. As part of the world's top ranked public university, the School of Social Welfare is producing new knowledge for the common good and training the next generation of social work thought leaders dedicated to serving society's most vulnerable members. Known for combining rigorous scholarship with outstanding education, the School of Social Welfare offers MSW and PhD programs as well as an undergraduate major. Since 1944, the School has prepared nearly 12,000 social work professionals for leadership positions in the public and nonprofit human service sectors. Berkeley Social Welfare graduates are dedicated to meeting the growing needs of marginalized, underserved and other vulnerable populations.

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### **Application Review Date**

The First Review Date for this job is July 8, 2024

### **Responsibilities**

#### Recruitment and Admission (55%)

- Serves as liaison between students and programs and proactively supports communications with others participating in the recruitment, admissions, and student services process and refers prospective students to other parties as necessary; Collaborates with the Admissions Specialist in contacting and advising prospective students in the application process; advises prospective applicants on necessary academic preparation and appropriateness of program as it pertains to the prospective applicant's goals; utilizing in-depth knowledge of the organization's admissions criteria, helps rank applicants for admissions; evaluates domestic and international transcripts for degree eligibility.
- Develops and conducts regularly scheduled program information sessions throughout the year which may include student, alumni, and faculty representatives; Coordinates and implements new admit programming.
- Represents the School in public recruiting events, including, but not limited to, recruitment fairs and conferences.
- Ensures online and in-print admissions information and program promotional materials are accurate, complete, and current. Develops and implements recommendations for outreach and recruitment strategy to enhance yield. Works with the Student Services Director, the Communications team, and School leadership to develop promotional materials.
- Collaborates with the Admissions Specialist to implement approved outreach strategies, including identifying targeted institutions and/or populations to meet organization's goals. Assesses effectiveness in attracting quality students. Supports evaluation of strategy effectiveness and proposes process improvements. Identifies new programs and projects based on emerging student needs and new research in the student development field.
- Initiates and arranges student recruitment visits to Berkeley and new-admit visit days, which may include coordination of travel.
- Maintains an active caseload of prospective students, agents, partners and other stakeholders and tracks activity via a variety of channels, including, but not limited to Slate, MailChimp, Google Workspace, etc. Preserves student leads and maintains contact. Collects prospective student data to determine their needs, and regularly manages and tracks them. Pulls data reports during the cycle to assess recruitment and application progress, forecast yield, and propose

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adjustments to communication strategies; Consults with the Student Services Director and School leadership to implement proposed adjustments.

- Assures and verifies that practices are compliant and aligned with Graduate Division Admissions and other relevant campus departments' policies and procedures.
- Collaborates with the Student Services Director on the School's diversity, equity, inclusion, belonging, and justice (DEIBJ) practices and initiatives to support access and retention for students from historically under-represented backgrounds.

Career Services (30%)

- Applies counseling techniques to advise undergraduate and graduate students on the job market process, and the standards, norms, and pathways specific to social welfare/work, and related fields; Helps students with decision making, goal setting, action planning, and identifying internal / external obstacles to obtaining goals. Collaborates with the Undergraduate, MSW, and PhD advisors to ensure individual students' career goals are aligned with their academic plan.
- Plans, designs, and provides career-oriented workshops for students aimed at building students' resume/curriculum vitae writing, interviewing, and job search skills. Conducts and adapts workshops and programs to meet students' needs. Collaborates with Berkeley Career Engagement (BCE) and the Graduate Student Professional Development Resource Hub (GradPro) to maximize effectiveness of career services.
- Analyzes alumni data to determine potential career events and programs with the School's alumni population; Plans, designs, and provides alumni panels and other effective career pathway events.
- Evaluates, and updates written and electronic career resources. Keeps up-to-date with economic/employment trend data and licensure/certification-granting institution policies and procedures (e.g. BBS, CTE). Creates, reviews, and revises career resource materials.
- Coordinates with the School's Communications team to develop and implement marketing and outreach programs to promote programs and services.
- Collaborates with the Student Services Director in identifying and applying for relevant funding opportunities.

Data (5%)

- Collects, analyzes, and prepares reports on student and program outcomes assessment data, Graduate Division survey results, and other assessment tools using Observable, Qualtrics, Google Workspace, etc.

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Other Student Services Events and Functions (5%)

- Collaborates with the Student Services team on coordinating and implementing complex programs such as orientation, community-building events, and other student-centered programming.

Other duties as assigned, including relevant professional development (5%)

**Required Qualifications**

- Knowledge and experience working with a diverse student population, ranging from high school students to mid-career professionals and life-long learners. Working knowledge of recruitment, career, and student services for diverse student populations.
- Ability to develop recruitment programs, and design effective materials.
- Working knowledge of advising and counseling techniques. Ability to screen and evaluate a program's overall fit for a student's goals.
- Ability to interpret University and program policies and procedures to prospective applicants and the public.
- Desire to help students achieve their academic, professional, and personal goals.
- Knowledge of computer application programs including Google Workspace.
- Strong communication and interpersonal skills to communicate effectively with all levels of staff, faculty, and prospective and current students, both verbally and in writing.
- Ability to multi-task while maintaining close attention to details, verbal communication, written communication, organization.
- Ability to work independently and in a team environment. Absolute reliability to manage projects and meet deadlines.
- Absolute ability to maintain strict confidentiality per Federal Education Rights and Privacy Act (FERPA) regulations.
- Strong knowledge of career coaching techniques, career decision making, learning styles and job search techniques.
- Knowledge of data-driven program design, needs assessment, processes, and practice.
- Multicultural competencies; ability to work with diverse populations.
- Ability in problem identification and reasoning; ability to develop original ideas to solve problems.
- Skills in judgment and decision-making, critical thinking, problem solving, identifying measures of system performance and the actions to improve performance.

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- Thorough and comprehensive knowledge of academic programs, including curricula, admissions requirements, and financial aid programs, at colleges / universities and specifically at UC, and / or specific colleges and schools.
- Bachelor's degree in social work/welfare, education, or other related field or equivalent experience; and a minimum of 2 years equivalent experience / training.
- Must be willing and able to travel periodically to attend recruiting events, college fairs, and school visits.

### Preferred Qualifications

- Knowledge of complex U.S. visa and immigration procedures, compliance issues, and employment eligibility / authorization for international students and scholars.
- Knowledge of career and licensure opportunities in social work and related fields.
- A master's degree in higher education, student affairs, student development, counseling, or closely related field.

### Salary & Benefits

This is a full-time, one-year contract position. This position is eligible for up to 40% remote work.

This position is eligible for full 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 range that the University reasonably expects to pay for this position is \$70,000-\$86,000, annually.



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### **How to Apply**

To apply, please submit your resume and cover letter.

### **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 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/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)



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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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