

Senior Admissions Officer (4509U) - Fung Institute
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=242511>

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Posted Aug. 1, 2024, set to expire Nov. 28, 2024

Job Title	Senior Admissions Officer (4509U) - Fung Institute
Department	Coleman Fung Institute
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 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 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 [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 Coleman Fung Institute for Engineering Leadership was launched in January 2010 and is headquartered at UC Berkeley's College of Engineering. Our mission is to transform engineers and scientists into leaders who can take risks and develop technical, social, and economic innovations.

The Fung Institute achieves its mission through teaching, research, and service activities. We offer programs that combine leadership coursework with intensive study in any of the seven engineering disciplines offered by the College. We are shaping a research agenda that will connect technical innovation with people and businesses, and use data in ways that will change the world. The Master of Engineering (Berkeley MEng) Program is the flagship graduate degree program of the institute.

The Fung Institute is committed to helping our students graduate with an excellent education and experience in the Berkeley MEng. The unit works collaboratively with College of Engineering faculty, and departments and student service units across campus toward the common objective of helping students achieve their educational and career goals.

Reporting to the Interim Director of Student Affairs, the Senior Admissions Officer will lead recruitment

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and admissions efforts for the Master of Engineering (MEng) professional degree program. Duties include managing a variety of correspondence and planning throughout the MEng recruitment, application, yield, and onboarding cycle. Exceptional communication and professional judgment must be exercised across all these functional areas.

The Senior Admissions Officer must be comfortable generating and using real-time data and reports, working across a wide variety of databases, and applications, and importing and exporting data across multiple systems with absolute accuracy. This position will also help facilitate the review of MEng applications ensuring application completion and managing applicant interviews as needed. To assist with recruitment, this role will also supervise a small team of current MEng students to lead outreach efforts.

While the Senior Admissions Officer will work closely with all other team members, they will also be able to work independently. Willingness to ask questions, comfort with technology, and excellent communication skills will be clearly demonstrated by the successful candidate.

Application Review Date

The First Review Date for this job is: August 13, 2024 - Open Until Filled

Responsibilities

RECRUITMENT & ADMISSIONS

- Evaluates the effectiveness of the recruitment program, considering general college admissions / enrollment goals, financial aid / scholarships, number of UC applicants, acceptance rate, and graduation rate from the University.
- Assists management in the design and implementation of admissions programs. Evaluates prospective, new and continuing students, determines if applicant has met specific University/campus requirements at point of admission.
- Prepares strategy and plans for recruitment drive programs.
- The position will work closely with our departmental partners across the seven College of Engineering departments and within the Fung Institute to ensure that the planning and processes for critical programming and information reporting are completed on time and accurately.
- Oversees the design, planning and implementation of a specific applicant interview review and selection process.
- Evaluates effectiveness of admissions and / or recruitment programs and makes recommendations for recruitment strategy to enhance yield.

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- Plan and implement key projects; assists with and facilitates programs for student outreach, recruitment, and admissions with appropriate constituents and communities.
- Comfortable generating and using real-time data and reports, working across a wide variety of databases, and applications, and importing and exporting data across multiple systems with absolute accuracy.
- Lead a small team of current MEng students to lead outreach efforts.

PROGRAM OPERATIONS

- Provides operational support across all Fung Institute activities including, but not limited to, student affairs, academic support, analysis, events, advising, etc.
- Works with team leaders, managers and departments to ensure departmental deadlines and goals are met.
- Collaborates with leadership and Fung team to set organization-wide goals to improve internal operational processes.
- Assist in designing and maintaining clear operational guidelines to provides consistency of operations.

COMMUNICATIONS

- Working closely with the Marketing and Communications team within the Fung Institute, this position will coordinate annual updates to electronic and print communications, web pages, the application, and other key communication channels.
- Develop and implement admissions communication and engagement strategy. Work with partners to identify trends, define actions, and execute the communications plan.
- Manage marketing and recruitment strategies including assigned diversity efforts, lead identification and outreach.
Financial Aid.
- Evaluates and recommends fellowship and scholarship awards for admitted applicants. Responsible for reviewing, tracking, and processing student funding and making corrections as needed.

OTHER

- Professional Development

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Required Qualifications

- Advanced knowledge of project management including program design, implementation, and evaluation.
- Policy interpretation and application, but with a keen eye for which issues require clarification or escalation. They must also remain flexible and creative, able to spot issues that arise and generate solutions. They will be charged with responding to problems as they arise by generating creative solutions or escalating issues where appropriate.
- Advanced knowledge and experience working with a diverse student population.
- Ability to interpret and communicate policies and procedures to prospective students and the public.
- Strong advising and counseling skills with thorough and comprehensive knowledge of academic programs, including curricula, admissions requirements, and financial aid programs, at colleges / universities and specifically at UC.
- Advanced knowledge of tertiary level foreign credentials, secondary school records, and the knowledge of major educational systems of the world.
- Political acumen to establish and maintain cooperative relationships throughout the organization and with schools, universities, community organizations, undergraduate and graduate student and campus 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.
- Strong attention to detail and skills in analyzing and synthesizing large amounts of data
- Analytical, critical thinking, problem recognition/avoidance/resolution/problem-solving skills and the ability to deal with ambiguity.
- Highly advanced interpersonal and communication skills (both verbal and written), and the ability to employ active listening skills and the ability to develop persuasive and compelling arguments.
- Strong organizational skills with demonstrated ability to prioritize and meet deadlines.
- Demonstrated commitment to and understanding of diversity, equity, inclusion, and belonging (DEIB), and ability to apply and integrate core concepts of DEIB into everyday practice.
- Must demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community.

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Preferred Qualifications

- Advanced knowledge and understanding of UC.

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 \$75,000 to \$85,000 annually. This is a 100% FTE career position eligible for full benefits.

Other Information

Must be able to travel nationally for outreach and recruitment events (up to 20%).

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](#)

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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/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

N/A

University of California, Berkeley

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