

Associate Director of Admissions (4509U), Haas School of  
Business - 71017  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=242557>

Downloaded On: Aug. 10, 2024 7:22am

Posted Aug. 2, 2024, set to expire Nov. 28, 2024

<b>Job Title</b>	Associate Director of Admissions (4509U), Haas School of Business - 71017
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Aug. 2, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Admissions/Student Records/Registrar
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5480823">https://apptrkr.com/5480823</a>

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**Job Description**

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**Associate Director of Admissions (4509U), Haas School of Business - 71017**

**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](http://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.

### Application Review Date

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The First Review Date for this job is: 08/01/2024.

## Responsibilities

Involves developing and implementing programs for student outreach, recruitment, and admissions for the university and/or school/college/department within appropriate constituents and communities; and educating the public about admissions requirements, policies, and processes.

- Deliver presentations about the programs and represent the School at admissions activities as well as at corporate/professional organization events through-out the united states and globally.
- Counsel prospective applicants regarding admission requirements, Haas programs, and preparation for MBA study.
- Host weekly office hours to advise prospective students.
- Assesses academic preparedness of traditional, special-program, and international applicants.
- Evaluates transcripts and international records for eligibility.
- Assesses applicants for motivation, initiative, leadership potential, work/life experience, extracurricular activities, socioeconomic status, disability, and educational/personal hardship.
- Provides in-depth information and evaluation on admissions requirements, prerequisite courses, school/college programs and curricula, specific financial aid criteria, and career opportunities.
- Uses extensive knowledge of college/school/department requirements and applicant pool, to assess the applicants' overall record and experience for final admissions determination and recommendation.
- Evaluate and select students for the Full-Time MBA program, including reading/reviewing applications and interviewing MBA candidates.
- Sit on the Admissions Committee for the Full-Time MBA Program, and make admissions decisions from a selective applicant pool. Oversee and assess the application review and selection process as directed.

Support Senior Associate Director:

- Evaluate effectiveness of admissions and/or recruitment programs and makes recommendations for recruitment strategies to enhance yield.

Professional Learning and Growth

- Embraces the principle of being a "student always" by engaging in opportunities for training,

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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 (ie: MEP Workshop, Implicit Bias 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

- Thorough knowledge and experience working with a diverse student population.
- Outstanding oral (including public speaking) and written communication skills.
- Ability to interpret and communicate University policies and procedures to prospective students and the public.
- Ability to quickly learn and/or has thorough and comprehensive knowledge of academic programs, including curricula, admissions requirements, and financial aid programs, at UC, and/or other colleges and schools.
- Ability to establish and maintain cooperative relationships with schools, universities, community organizations, and other institutions.
- Ability to develop recruitment programs.
- Demonstrated analytical skills and the ability to make and support admissions recommendations and decisions in a highly competitive admissions environment and to efficiently review large numbers of applications on time and with solid judgment.
- Self-motivated and able to work with minimal supervision as well as be an integral member of a team-oriented office.
- Must be available and willing to travel through-out the United States and globally.
- Must be available to work evening and weekends for recruitment events as needed.
- 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 Defining Principles: students always, confidence w/o attitude, question the status quo, and beyond yourself.
- Demonstrates an understanding of and commitment to diversity, equity, inclusion, and belonging

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in a business, organization or public university setting.

- 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:

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

**Salary & Benefits**

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly 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 \$74,400.00 - \$82,792.00.

**How to Apply**

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



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### 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 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)

### Contact Information



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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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