

Assistant Director of Admissions, Alumni Engagement
(4509U), Undergraduate Admissions - 71770
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=243241>

Downloaded On: Nov. 5, 2024 6:20pm

Posted Aug. 16, 2024, set to expire Dec. 13, 2024

Job Title Assistant Director of Admissions, Alumni Engagement (4509U), Undergraduate Admissions - 71770

Department Undergraduate Admissions

Institution University of California, Berkeley
Berkeley, California

Date Posted Aug. 16, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

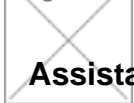
Academic Field(s) Admissions/Student Records/Registrar

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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.



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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

The Office of Undergraduate Admissions must provide a fair opportunity for every applicant to obtain admission to the University, operate in a professional manner that ensures positive staff morale and values hard work and dedication, communicate and collaborate effectively, present a coordinated effort to standardize procedures and document best practices, offer a variety of methods for professional development, and provide first-class customer service in a cost-effective and transparent manner.

Position Summary

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. This position serves as the department liaison for alumni entities, on campus and off, affiliated and unaffiliated alumni

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chapters, affinity groups, and special alumni programs. This position also ensures that events/programs have the appropriate alumni support, coordinates with alumni entities, forges relationships with the appropriate stakeholders, and meets with alumni partners collaborating on alumni engagement strategies.

Application Review Date

The First Review Date for this job is: 08/28/2024.

Responsibilities

Outreach/Recruitment:

- Serves as point of contact for all assigned schools/community colleges.
- Represents the University of California, Berkeley at school/community college visits, college nights/fairs, transfer days/fairs as assigned. Behaves in a manner that promotes goodwill on behalf of the University.
- Plans visits to schools, schedules and makes presentations, interviews, and follow-up visits.
- Identifies potential students, and provides information about higher education generally and UC Berkeley specifically.
- Plans, manages and implements events to enhance recruitment and yield, including Cal Day, diversity initiative events, mentoring programs, electronic communications, and similar activities.
- Assesses effectiveness in attracting quality students to UC Berkeley. Utilizes search and marketing tools and technology

Advising:

- Serves as liaison between students, parents, colleges/universities, community agencies, and UC Berkeley college/school/department.
- Serves as Officer-of- the-Day (OD) as assigned.
- Provides in-depth information on admissions requirements/selection/eligibility requirements, prerequisite courses, school/college programs and curricula, specific financial aid criteria, and career opportunities.
- Assist prospective applicants with course planning.
- Responds to general inquiries.
- Contact students regarding their admission to Berkeley.

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Application Review:

- Serves as lead reader for assigned region, including the training and management of assigned external readers.
- Reads and scores applications for first- year and transfer admission.
- Assesses academic preparedness of applicants.
- Assesses applicants for motivation, initiative, leadership potential, work/life experience, extracurricular activities, socioeconomic status, disability, and educational/personal hardship.
- Uses professional judgment when reviewing complex applications for admission.
- Using extensive knowledge of college/school/department requirements and applicant pool, assesses the applicants' overall record and experience for final admissions recommendation.

Evaluation:

- Maintains a caseload of newly admitted students and perform course-by- course evaluations for transfer credits.
- Evaluates transcripts for prospective, new and continuing students.
- Mandates supplemental academic preparation as condition of admission where appropriate.
- Determines if applicant has met specific University/campus requirements at point of admission.
- Finalizes applicants' entrance records for the University.
- Cancels admissions or recommends cancellation decision be sustained or reversed based on extenuating circumstances, recommendations or supplemental information regarding applicant.
- Contacts applicants regarding status of their admission.

Campus Partnerships:

- Plans, develops, coordinates and implements activities for undergraduate student development in partnership with campus programs.
- Interprets, implements and applies University admission policies.
- Keeps supervisor abreast of progress/process.
- Maintain and support relationships with alumni and current student groups.

Professional Development & Other Duties as Assigned:

- At certain times of the admissions cycle, the Incumbent may be called upon to support the activities of the office, Enrollment Management and Student Affairs with duties outside of those

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responsibilities outlined above.

- The staff member in this position must also stay current on changing educational systems and policies.
- Identify professional development activities that would enhance incumbent's skills, knowledge and or experience.
- These may include, but not limited to, attending and/or presenting at conferences.

Required Qualifications

- Thorough knowledge and experience working with a diverse student population.
- Ability to interpret and communicate University policies and procedures to prospective students and the public.
- Thorough and comprehensive knowledge of academic programs, including curricula, admissions requirements, and financial aid programs, at colleges/universities and knowledge of and/or can quickly learn these specifically at UC, and/or specific colleges and schools.
- Ability to establish and maintain cooperative relationships with schools, universities, community organizations, and other institutions.
- Ability to develop recruitment programs, and design effective materials.
- Excellent oral, written and presentation skills.
- Experience and skill in student recruitment and knowledge of marketing research and analysis.
- Ability to develop recruitment programs, and design effective materials.
- Ability to travel and lift approximately 30lbs.
- Time, organization and project management skills.
- Knowledge of K-16 education issues.
- Must maintain current knowledge of applicable rules and standards of all associations and agencies to which the Berkeley campus of the University of California adheres, and, at all times avoid any and all violations of these rules and standards.
- Proficiency in a variety of software applications including, but not limited to, office productivity, customer relations management, and online application reading and evaluation.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Knowledgeable about and/or can quickly learn about the Office of the President, Board of Admission and Relations with Schools (BOARS), and the Berkeley campus' Admissions Enrollment & Preparatory Education Committee (AEPE); the Family Educational Rights and

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Privacy Act (FERPA).

- Bilingual/multilingual capabilities.

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 \$77,860.00 - \$87,020.00.

How to Apply

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

Driving Required

- A valid driver's license and DMV check for driving record is required.

Other Information

- This is not a visa opportunity.
- This position is eligible for up to 60% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are



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subject to change.

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.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

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 https://apptrkr.com/get_redirect.php?id=5525665&targetURL=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



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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

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