

Dream Recruitment Manager (4509U), Berkeley Public  
Health - 72027  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=243606>

Downloaded On: Aug. 31, 2024 10:21pm

Posted Aug. 23, 2024, set to expire Dec. 20, 2024

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|-----------------------------|---|
| <b>Job Title</b>            | Dream Recruitment Manager (4509U), Berkeley Public Health - 72027     |
| <b>Department</b>           |   |
| <b>Institution</b>          | University of California, Berkeley<br>Berkeley, California            |
| <b>Date Posted</b>          | Aug. 23, 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>    | Health Services   |
| <b>Apply Online Here</b>    | <a href="https://apptrkr.com/5561396">https://apptrkr.com/5561396</a> |

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**Job Description**

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**Dream Recruitment Manager (4509U), Berkeley Public Health - 72027**

**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

Berkeley Public Health (BPH) aims to improve population health, especially for the most vulnerable, through interdisciplinary collaborations, preeminent education, and transformational research. Established in 1943, BPH is a professional school on the UC Berkeley campus that comprises six academic divisions and nearly 30 research centers and programs. Our department's values include social justice, health as a right, challenging conventional thought, embracing diversity, and creating meaningful impact. We honor our principles of community by centering and valuing everyone in our community; prioritizing prevention while remaining grounded in social justice; promoting safety and respect; practicing self-care and kindness; and remaining optimistic, hopeful, and committed to change. Learn more at: [publichealth.berkeley.edu](http://publichealth.berkeley.edu).

The mission of the Dream Office is to foster a public health workforce with the skills of arc-bending, changemaking, and social impact. The Dream Office does this by providing comprehensive support and services to prospective and currently enrolled Berkeley Public Health graduate students, many of whom are first-generation, low-income, and from an underrepresented student community. Dream



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works to reduce barriers for students through various functions such as outreach and recruitment, academic support, advising, fellowship opportunities, mentoring, and more.

The primary role of the Dream Recruitment Manager is to implement recruitment and outreach activities, events, and workshops for prospective students, many of whom may be first-generation, low income, and from an underrepresented student community. Annual responsibilities include recruitment into fellowship pathway programs; tracking, evaluating, and analyzing data on recruitment; database and marketing management for Dream recruitment and outreach activities; recruitment, hiring, and supervision of Graduate Outreach Assistant and Prospective Student Ambassador program.

The Dream Recruitment Manager plans, implements, and manages the Dream recruitment and outreach goals by partnering with colleges, universities, related career pathway programs, and other networks and organizations. The Dream Recruitment Manager also supervises the Graduate Outreach Assistant and Prospective Student Ambassador program while coordinating with the Berkeley Public Health Office of Student Services and Admissions under the leadership of the Director of Dream and supervision of the Chief of Diversity, Equity, Inclusion, and Belonging.

### **Position Summary**

The primary role of the Dream Recruitment Manager is to implement recruitment and outreach activities, events, and workshops for prospective students, many of whom may be first-generation, low income, and from an underrepresented student community. Annual responsibilities include recruitment into fellowship pathway programs; tracking, evaluating, and analyzing data on recruitment; database and marketing management for Dream recruitment and outreach activities; recruitment, hiring, and supervision of Graduate Outreach Assistant and Prospective Student Ambassador program.

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### **Application Review Date**

The First Review Date for this job is: 09/04/2024.

### **Responsibilities**

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- Hire, supervise and oversee the Graduate Outreach Assistant, Transcending Beyond Berkeley Summer Seminar Fellow, and Prospective Student Ambassador program-annual recruitment and outreach of fellowship participants.
- Plans and schedule outreach visits to schools, deliver presentations, attends graduate fairs, represents the School and is a point person of contact for prospective students who interact with the Dream Office.
- Provides in-depth information on admissions requirements, prerequisites, information about the various public health programs at BPH, and partners with the RISE Office to provide career opportunities.
- Plans, manages, and implements events to enhance recruitment and yield for Berkeley Public Health and the Blue Shield of California Fellowship program.
- Activities will include programs such as Fall Conference, Spring Visit Day, Summer Seminar and prospective student information sessions and office hours.
- Recruits at campus conferences organized by student STEAM, STEM, and public health adjacent networks and organizations.
- Collaborate with Berkeley Public Health Student Advising and Resource Group to track, process, and monitor the Graduate Diversity Weekend travel funding application and reimbursement process for Berkeley Public Health admitted applicants.
- Provide one-on-one advising to prospective students regarding the application process and other relevant public health graduate school information.
- Be available for in-person drop-in advising for both prospective and current students.
- Collaborates with the BPH Student Advising Resource Group, UC Berkeley Graduate Division, and Graduate Student Advising Officers.
- Maintains database of points of contact with prospective students.
- Plan, manage, and implement a Dream recruitment centered marketing communications plan including marketing materials.
- Maintain and expand a several databases that include prospective students, STEM/STEAM and health profession advisors, and affiliated networks and organizations. Requires consistent consultation with BPH Communications Team.
- Track recruitment and outreach budgeting in partnership with the Office of Admissions.
- Produces evaluations and reports regarding Dream recruitment and outreach activities for Berkeley Public Health and the Blue Shield of California Fellowship program.
- Supports the Dream Director with Dream Office programming throughout the year.
- Participates in workshops, trainings, and other professional development opportunities.
- Other duties, as assigned.

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### Required Qualifications

- Thorough knowledge and experience working with a diverse student population with diverse learning styles.
- Thorough and comprehensive knowledge of academic programs, including curricula, admissions requirements, and financial aid programs, at colleges/universities and/or can quickly learn specifically at UC, and/or specific colleges and schools.
- Skill in establishing and maintaining respectful working relationships with people who are diverse in their academic, socioeconomic, ethnic, neurodivergent, and LGBTQIA+ backgrounds.
- Skill in multi-tasking, workload prioritization, pressure under deadlines, and independent judgment for decision making.
- Successful experience in event planning, assessment, and evaluation.
- Skill in directing the work of others and supervision of student employees.
- Demonstrated oral and written communication skills including public speaking.
- Experience with the use of a variety of computer software to compose and prepare correspondence, forms, reports, presentations, and other materials.
- Ability to work effectively and efficiently with general supervision.
- Able to demonstrate emotional intelligence, such as listening skills, warmth, empathy, and humility.
- Bachelor's degree in related area and/or equivalent experience/training.

### Preferred Qualifications

- Ability to develop recruitment programs and design effective materials.
- Ability to establish and maintain cooperative relationships with schools, universities, community organizations, and other institutions.
- Ability to develop recruitment programs, and design effective materials.
- Ability to interpret and communicate University policies and procedures to prospective students and the public.

### Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for UC Benefits.



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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 that the University reasonably expects to pay for this position is \$75,000.00 - \$81,000.00. The full range for this classification is \$66,700.00 - \$116,500.00.

### How to Apply

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

### Other Information

- This is not a visa opportunity.
- This position is eligible for up to 40% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are 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.

### Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified



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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=5561396&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5561396&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](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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