

Office Coordinator (4722C), Haas School of Business -
71893
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=243608>

Downloaded On: Aug. 31, 2024 10:15pm

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

Job Title	Office Coordinator (4722C), Haas School of Business - 71893
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 23, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
Apply Online Here	https://apptrkr.com/5561406

Apply By Email

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

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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.

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 Full-Time MBA Admissions Office oversees recruitment and admissions for the Full-Time Berkeley Haas MBA program. The Office Coordinator is a member of the Admissions Operations team.

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

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department needs, and are subject to change.

Application Review Date

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

Responsibilities

Reception

- Serves as public-facing representative and first point of contact for the FT MBA Admissions Office, greeting visitors, answering questions, and ensuring they connect with the correct on-campus resource.
- Answers the main admissions phone line and provides general information, escalating calls as appropriate.
- Provides guidance and assistance to non-FT MBA campus visitors, and serves as first point of contact for other departments based in the Office Suite.
- Updates and maintains team calendars and books space for meetings and events.
- Determines need for general office equipment and supplies.
- Receives and processes mail and deliveries.
- Provides other administrative support as needed.

Interview Coordination

- Works with alumni and current student volunteer interviewers to add available time slots into the interview management tool (Slate) and releases interview time slots on a rolling basis based on demand.
- Supports interviewers and interviewees in troubleshooting interview-related issues.
- Follows up with interviewers to ensure timely completion of interview assessments.

Recruiting Support

- Coordinates the Campus Visitation program, including planning and entering events in Slate, greeting and registering each visitor (nearly 400 prospective students annually), communicating with student volunteers, and managing seats across available classes.
- Prepares and ships marketing materials to support recruiting events and deposit gifts in support

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of the yield effort, as well as other materials as needed.

- Participates in preparation for on campus events including name tag printing, event material organizing and providing support for registration at on-campus recruitment and yield events.
- Manages marketing material inventory, including flagging for reorder when material is low and replacing materials in the admissions suite to ensure current materials are available to visitors.

Communications

- Provides general information on the program, eligibility requirements, and the application process by email, over the phone, and in person.
- Has primary responsibility for the public facing email address for the program, responding to inquiries and escalating as appropriate.
- Has primary responsibility for the interviewer/interviewee facing email address used to coordinate interviewers and interview participants.
- Drafts verification letters and other written communications.

Admissions Operations Support

- Uses the admissions database (Slate) to update applications, including uploading documents, verifying test scores, processing applications and admits, and data entry and verification.
- Participates in application cycle maintenance by suggesting and testing application updates, reviewing the website for changes, and updating process documentation.
- Provides information regarding timing, interviews, and the likelihood of admission to applicants on the waitlist and uploads supplementary application documents.
- Participates in other admissions and operations projects as needed, such as data verification, competitor research, or file organization.

Professional Learning and Growth

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

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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

- Proficiency with Microsoft Office (Excel and Word), Google Workspace (Drive, Docs, Sheets), PCs, as well as familiarity with Slate, Zoom, Slack, iThenticate, or similar business-related programs, and/or the ability to learn new programs.
- Good verbal and written communication skills to communicate effectively with all levels of staff and prospective students.
- Strong organizational and time management skills, ability to multitask, and excellent attention to detail.
- Ability to use discretion and maintain a high level of confidentiality.
- 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.

Preferred Qualifications

- Office administrative or related work experience.
- Knowledge and experience working with a diverse student population.
- Working knowledge of MBA admissions requirements.
- Experience reviewing and evaluating international and domestic transcripts.

Salary & Benefits

This is a 100% full-time (40 hrs a week) non-exempt career position, which is paid hourly 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 hourly range that the University reasonably expects to pay for this position is \$29.63 (Step 1) - \$34.74 (Step 8).

How to Apply

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

Other Information

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

- 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



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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

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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