

Admissions Counselor (4508U), Undergraduate  
Admissions - 72121  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=243924>

Downloaded On: Aug. 31, 2024 10:20pm

Posted Aug. 28, 2024, set to expire Dec. 25, 2024

<b>Job Title</b>	Admissions Counselor (4508U), Undergraduate Admissions - 72121
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Aug. 28, 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>	Counseling Services Admissions/Student Records/Registrar
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**Job Description**

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**Admissions Counselor (4508U), Undergraduate Admissions - 72121**

**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](http://grow.berkeley.edu).

### **Departmental Overview**

The Office of Undergraduate Admissions provides a fair opportunity for every applicant to obtain admission to the University, operates in a professional manner that ensures positive staff morale and values hard work and dedication. The team communicates and collaborates effectively, presents 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.

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### **Application Review Date**

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

### **Responsibilities**

- Provides information about higher education generally and UC Berkeley specifically one- on-one and to groups when meeting with external community.
- Advises students and provides substantive information on admissions requirements, school and/or college programs and curricula, financial aid, housing, and career opportunities.
- Serves as a liaison between external community, students, parents, university, community agencies, and UC system when interacting with constituents at events, presentations, visits, etc.
- Will provide accurate information when possible, and offer to obtain and share information if constituents offer up needs not immediately available.
- Will receive small reading caseloads, and/or record finalization activities.
- The review and evaluation done in these activities will require professional judgment within established guidelines.
- Determines when it is appropriate to escalate issues to experienced level staff when presented with more complex student cases.
- Responds to inquiries from prospective students, applicants, parents, school counselors and personnel regarding entrance requirements, application procedures, financial aid availability, housing alternatives, and general campus.
- Performs recruitment activities, mostly onsite to campus, but occasionally at local schools and fairs.
- Will need to include supporting students and school staff through written responses or verbal communications, and representing the university, its schools/colleges, and the department of Undergraduate Admissions at events and other forums.
- Under the direction and guidance of the Senior Assistant Director of Admissions, Visitor Experience, this position will implement aspects of events to enhance recruitment and yield.

### **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 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,

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knowledge and or experience.

- These may include, but not limited to, attending and/or presenting at conferences.

### Required Qualifications

- Knowledge and experience working with a diverse student population.
- Ability to maintain cooperative relationships with schools, universities, community organizations and other institutions.
- Working knowledge of admissions requirements for campus/school/college.
- Ability to communicate effectively orally and in writing.
- Bachelor's degree in related area and/or equivalent experience/training.

### Preferred Qualifications

- Working knowledge of UC, and the ability to interpret policies and procedures to prospective applicants and the public.
- Working knowledge of academic programs, including curricula, admissions requirements, and financial aid programs at UC.
- Bilingual/multilingual capabilities

### 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.

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

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experience.

The budgeted hourly range that the University reasonably expects to pay for this position is \$33.87 - \$35.86.

### **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 20% 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.

### **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**



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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 [https://apptrkr.com/get\\_redirect.php?id=5579049&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5579049&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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