

Admissions Specialist - Haas School of Business (4508U)
72394
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=244158>

Downloaded On: Sep. 13, 2024 8:25pm

Posted Sep. 3, 2024, set to expire Dec. 28, 2024

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| Job Title | Admissions Specialist - Haas School of Business (4508U) 72394 |
| Department | Haas School of Business |
| Institution | University of California, Berkeley Berkeley, California |
| Date Posted | Sep. 3, 2024 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Professional Staff |
| Academic Field(s) | Admissions/Student Records/Registrar |
| Apply Online Here | https://apptrkr.com/5589977 |

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.

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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.

The Full-Time MBA admissions team oversees recruitment and admissions for the Full-Time Berkeley Haas MBA program.

For more information about the Haas School of Business visit: <https://haas.berkeley.edu/about/>

Application Review Date

The First Review Date for this job is: September 12, 2024

Responsibilities

The Full-time MBA Admissions Office recruits, evaluates, and selects students for the Berkeley MBA Program through a highly selective admissions process reviewing approximately 4,000 applications each year from around the world.

The Admissions Specialist assesses and prepares MBA applications for review, helps advise and train seasonal application processors and work-study students, and works to problem-solve applicant and admission problems as they arise. The position also provides customer service and counsel to prospective MBA students and assists the Admissions department with admissions and recruitment events and projects. This is a 12-month contract position.

Admissions and Application Processing

- Conducts preliminary assessment of academic records and credentials; ensures applications meet standards for review.
- Communicates with applicants and UC Berkeley departments as necessary on questionable and problematic cases.
- Prepares application files for reader evaluation by organizing materials, reviewing for completion,

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- documenting the results in the database, and notifying the applicant of any missing materials.
- Prioritizes and coordinates the processing of files based on standards set by the Director of Operations and Admissions Committee.
- Manages incoming documents and transcripts from incomplete applications and processes completed files as necessary.
- Provides data entry and database support, including entering decisions.
- Prepares admitted applicant files for Graduate Division review.
- Other projects as assigned.

Advising and Recruiting

- Provides information about UC Berkeley and the Full-time MBA program one-on-one and to groups.
- Counsels prospective students on admissions requirements and criteria, university standards of scholarship preparation for MBA study, recruitment events, and visiting Haas.
- Participates in various online yield and recruitment activities such as webinars and chats.
- Advises admitted applicants on pre-enrollment matters (both academic and non-academic) and refers them to appropriate resources, if necessary.
- Plans, coordinates, participates in, and/or provides administrative support to recruiting events and activities as necessary.

Admissions Project Support

- Assists in coordinating admissions and recruitment development projects as needed.
- Planned projects for this year may include:
 - Managing data transferring and uploading of applicant records between other programs and the Full-time Admissions office.
 - Assisting the Director of Operations with application testing during end-of-year maintenance.
 - Screening and evaluating application essays for originality using iThenticate.
 - Assisting with online file management and distribution using Slate and local databases.

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.

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- 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, and belonging by completing University-sponsored certifications and training sessions (i.e., MEP Workshop, Implicit Bias Certification, LinkedIn Learning workshops, and other workshops and seminars offered by the University or Haas, as they are made available) or by engaging in external seminars and resources related to DEIB.
- Exemplifies Haas Defining Principles: students always, confidence without attitude, question the status quo, and 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.
- Outstanding attention to detail.
- Strong written and verbal communication skills to communicate effectively with all levels of staff and prospective students.
- Strong organizational skills and ability to multi-task with demanding timeframes.
- Excellent interpersonal skills, demonstrating a desire to promote diversity, equity, inclusion, and belonging to establish and maintain positive and professional working relationships with colleagues, students, and team members.
- Ability to maintain cooperative relationships with schools, universities, community organizations and other institutions.
- Ability to learn, interpret, and communicate University policies and procedures to prospective applicants and the public.
- Ability to use discretion and maintain a high level of confidentiality.
- Exemplifies Haas Defining Principles: students always, confidence without attitude, question the status quo, and beyond yourself.
- Bachelor's degree in related area and / or equivalent experience / training.

Preferred Qualifications

- Office administrative or related work experience.
- Knowledge and experience working with a diverse student population.
- Working knowledge of MBA admissions requirements for campus/school/college.
- Experience reviewing and evaluating international and domestic transcripts.
- Working knowledge of academic programs, including curricula, admissions requirements, and

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financial aid programs at UC.

Salary & 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 hourly range that the University reasonably expects to pay for this position is \$30.00-\$35.92.

- This is a 100% full-time (40 hours per week), One year contract position that is eligible for full UC benefits.
- This position is non-exempt and paid bi-weekly.

How to Apply

To apply, please submit your resume and cover letter.

Other Information

This is not a visa opportunity.



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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

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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