

Admissions and Marketing Specialist (4508U), Haas
School of Business - 72752
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=244556>

Downloaded On: Sep. 13, 2024 2:19pm

Posted Sep. 9, 2024, set to expire Jan. 5, 2025

Job Title	Admissions and Marketing Specialist (4508U), Haas School of Business - 72752
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 9, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Graphic Design/Marketing
Apply Online Here	https://apptrkr.com/5618170

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 M.E.T. Program is a simultaneous degree program where students earn undergraduate degrees from both UC Berkeley's College of Engineering and the Haas School of Business. World class instruction, Silicon Valley industry interface combined with academic and career coaching, our students graduate as industry visionaries ready to start their own companies, lead innovation inside global firms and contribute to social impact ventures.

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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 department needs, and are subject to change.

Application Review Date

The First Review Date for this job is: 09/20/2024.

Responsibilities

Develops and implements programs for student outreach and recruitment while continually uplifting the admissions process for the M.E.T. Program and in partnership with UC Berkeley, the Haas School of Business and the College of Engineering in collaboration with appropriate constituents and communities; educates the public about admissions requirements, policies and processes as it relates to the UC Berkeley Management, Entrepreneurship & Technology Program. The person in the role will handle admissions, marketing and engagement inquiries from potential students, the college preparatory community, counselors, community-based organizations and the public at large.

- Exercises professional judgment in reviewing, evaluating, and recommending applicants for admission using established guidelines.
- Maintains confidentiality and secures student records.
- Coordinates and supports Admissions events to enhance recruitment and yield.
- Hosts recruitment activities (virtually and in person), including planning, prepping, representing MET at the events, and providing accurate and engaging activities and information.
- Strategizes and builds outreach and admissions plans alongside campus partners to grow and facilitate a diverse population of applicants, including partnering with Development and Alumni Relations as appropriate.
- Responsible for setting dates, communicating details and scheduling for admissions reading cycle annually with campus partners, seasonal readers and M.E.T. Team.
- Attends local events as assigned to provide logistical support and to provide information about M.E.T. to individuals and to groups.
- Services as liaison between students, parents, M.E.T, community agencies, and Berkeley Haas.
- May create and/or update template messages for use in responding to general inquiries from the public;
- Provides substantive information and guidance on admissions requirements, application process, M.E.T. curricula, planning visits, scheduling appointments, prerequisite courses, financial aid, resources, career opportunities and other information.
- Works closely with Financial Aid to provide assistance as needed.

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- Updates website, presentations and printed marketing materials that discuss admissions guidelines and events and M.E.T.
- Program activities for presentation to the general public, potential students and current M.E.T. student community.
- Works closely with the Events team and MarComm as needed.
- Coordinates updates from student groups, faculty, and others to annual or periodic communication pieces.
- Prepares analyses and reports on events and other activities, identifying issues/trends/opportunities by examining information about inquiries and making recommendations for improvements as needed.
- Consults with experienced level staff or faculty to review more complex applications.
- Manages and provides day to day oversight of the M.E.T. pre-collegiate summer program (M.E.T. Innovation Academy), including pre-program marketing and outreach, support of hiring program staff, contract negotiations, and other duties as needed.
- Other duties as assigned.

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 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

- Knowledge and experience working with a diverse student population.
- Ability to maintain cooperative relationships with schools, universities, community organizations and other institutions.

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- Working knowledge of admissions requirements and protocol.
- Ability to communicate effectively orally and in writing.
- Proficiency with Excel, Microsoft Office Suite, Google Suite. Familiarity with admissions technology platforms (ex: Slate, Target X, etc.).
- Excellent interpersonal skills, demonstrating a desire to promote diversity, equity, inclusion and belonging to establish and maintain professional working relationships with colleagues, students and team members.
- Can interpret policies and procedures applicable to prospective student applicants and the public within a higher education setting.
- 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.

Education/Training:

- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Working knowledge of and/or can quickly learn UC, and the ability to interpret policies and procedures to prospective applicants and the public.
- Working knowledge of and/or can quickly learn academic programs, including curricula, admissions requirements, and financial aid programs at UC.

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.

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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 \$34.00 - \$35.92.

How to Apply

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

Other Information

- 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.

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 [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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