

Haas Undergraduate Admissions External Reader  
(4511U), Haas School of Business - 73876  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=247574>

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Posted Oct. 24, 2024, set to expire Feb. 20, 2025

<b>Job Title</b>	Haas Undergraduate Admissions External Reader (4511U), Haas School of Business - 73876
<b>Department</b>	Haas School of Business
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Oct. 24, 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>	Admissions/Student Records/Registrar
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**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](http://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/>

## Responsibilities

Haas Undergraduate Admissions Readers independently review applications for admission. Readers use professional judgment and a comprehensive knowledge of educational processes in evaluating an applicant for admission. Their role is to educate the public about admissions requirements, policies,

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and processes and to assist the Admissions committee in reading and evaluating applications for admission to the Undergraduate Programs at the Berkeley Haas School of Business.

- Make admission decisions from highly competitive applicant pools.
- Using extensive knowledge of college/school/department requirements and applicant pool, assess the applicants' overall record and experience for final admissions determination and recommendation.
- Read and evaluate approximately 30-60 applications/week.
- Assesses applicants for motivation, initiative, leadership potential, work/life experience, extracurricular activities, socioeconomic status, disabilities, and educational/personal hardship
- Evaluates transcripts and international records for eligibility.
- Review applicants' high school and undergraduate transcripts.
- Assesses academic preparedness of traditional, special-program, and international applicants.
- Review applicants' activities and awards, essays, and video interviews.
- Using extensive knowledge of college/school/department requirements and applicant pool, assesses the applicants' overall record and experience for final admissions determination and recommendation.
- Summarize applicants' strengths and weaknesses and provide input on applicants' candidacy in relation to the applicant pool.
- Consults with experienced level staff or faculty when reviewing more complex applications and for training.

#### 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.

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### Required Qualifications

- Working knowledge of and/or ability to learn UC Berkeley, and the ability to interpret policies
- Working knowledge of and/or ability to learn academic programs, including curricula, admissions requirement, and financial aid programs at UC Berkeley.
- Using extensive knowledge of college/school/departmental requirements and applicant pool, assesses the applicants' overall record and experience for final admissions determination and recommendation.
- Must maintain awareness of own scoring patterns in relation to normed scoring patterns and must adjust scoring practices as required.
- Must demonstrate a high level of discretion and sensitive judgement and must be able to utilize a background of professional knowledge and experience to interpret guidelines that will apply to a large, complex, detailed array of objective and subjective information.
- Must attend norming and training sessions, meet workload deadlines, and work independently
- The ability to problem-solve a variety of issues independently.
- Thorough knowledge and experience working with a diverse student population.
- High proficiency with technology and web-based applications
- Ability to read up to 17 hours each week
- 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

- Superior communication analytic, time management, decision-making, and interpersonal skills.

### Salary & Benefits

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This is a 6-month, non-exempt temporary position at .43% (17.2 hrs a week). This position is paid hourly.

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 - \$32.00.

### Other Information

- This is not a visa opportunity.
- This recruitment has 5 openings.

### 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 [https://apptrkr.com/get\\_redirect.php?id=5746453&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5746453&targetURL=U.S. Equal Employment Opportunity Commission)



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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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