

External Admissions Reader (4511U), Undergraduate
Admissions - 79726
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259930>

Downloaded On: Jul. 22, 2025 12:40am

Posted Jul. 21, 2025, set to expire Jun. 30, 2026

Job Title	External Admissions Reader (4511U), Undergraduate Admissions - 79726
Department	Undergraduate Admissions
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 21, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Admissions/Student Records/Registrar
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Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The Office of Undergraduate Admissions must provide a fair opportunity for every applicant to obtain admission to the University, operate in a professional manner that ensures positive staff morale and values hard work and dedication, communicate and collaborate effectively, present 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

External Readers are trained to independently review applications for admission. The External Reader uses professional judgment and a comprehensive knowledge of educational processes that is gained through training sessions led by the Office of Undergraduate Admissions, including knowledge of coursework, educational systems, as well as assessment experiences, in evaluating an applicant for admission. External Readers are expected to perform with a high level of integrity and professionalism, often times reviewing and interpreting complicated and/or sensitive information.

Responsibilities

- Performs holistic evaluation of all available applicant information for domestic first year undergraduate applications.
- The information may encompass academic, socioeconomic, geographic, ability/disability, talent, extraordinary circumstances, school and family context, and personal achievement factors.
- Uses holistic review to make comprehensive recommendations on each applicant.
- Assess applicants for motivation, initiative, leadership potential, work/life experience, extracurricular involvement, socioeconomic status, ability/disability and educational/personal hardship.

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- Attends and participates in all training and norming sessions.
- Support Office of Undergraduate Admissions goals for reader competence and process effectiveness by contributing to group discussions on sample applications.
- Provide feedback on the overall training/norming process.
- Meets specified weekly and cycle numerical reads completed goal.
- Uses professional judgment to review complex applications for admission recommendations to the University. This includes mixed record applicants, applicants to special programs, homeschool applicants, and non-traditional first-year domestic applicants.
- Acquires and maintains knowledge of systems used for the reading process, including Slate, Google Suite, and Canvas.
- Using extensive knowledge of college/school/department requirements and applicant pool, assess each applicant's overall record and experience for final admission recommendation.

Required Qualifications

- Working knowledge of academic programs, including curricula, admissions requirements, and financial aid programs.
- Thorough knowledge of secondary school policies and practices, particularly as related to curriculum, standardized testing, extracurricular activities, transcript issues, etc.
- Ability to read and score applications online.
- Must maintain awareness of own scoring patterns in relation to normed scoring patterns, and must adjust scoring practices as required.
- Must demonstrate high level of discretion and sensitive judgement and must be able to utilize a background of professional knowledge and experience to interpret guidelines which will apply to a large, complex, detailed array of objective and subjective information. All information is highly sensitive and confidential.
- Superior communication, analytic, time management, decision-making and interpersonal skills.
- Must attend norming and training sessions, meet workload deadlines and work independently. Must attend a multi-day virtual synchronous Reader Training, the training will begin the first week of November
- Reading first year applications will continue through the end of January.
- Thorough knowledge and experience working with a diverse student population.
- Ability to interpret policy and apply it to practice.
- Candidates need to be adept at setting up a home office with access to the internet and have the ability to problem-solve a variety of issues (including both technology and procedural) independently.
- Candidates must have a personal computer with up-to-date security and internet browsers.

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- Successful candidates must demonstrate a high proficiency with technology and web-based applications as all applicant files are reviewed electronically via an online platform.
- **Candidates may not be: Concurrently enrolled as a UC Berkeley student. Concurrently employed by the University of California. Concurrently employed by another college or university. Concurrently reading applications for another college or university. Working as an independent admissions counselor/consultant.**
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Knowledge of and/or sensitivity to issues related to the multiple identities students come with and may write about in their application.
- Knowledge of K-14 higher education issues.
- Previous experience as a UC Berkeley undergraduate application reader, or an application reader for another institution or program.

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 \$25.00 - \$27.00.

- (20 hours/week).
- This is a non-exempt, biweekly-paid position.

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How to Apply

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

Other Information

- This is not a visa opportunity.
- This recruitment has multiple openings.
- This position is eligible for up to 100% 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.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

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[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

Referral Source Info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "UCB Employee". Then enter the **Employee's Name** and **Berkeley E-mail** address in the **Specific Referral Source** field. Please enter only one name and email.

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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