

Undergraduate Admissions External Reader (4511U),
Haas School of Business - 80340
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=261022>

Downloaded On: Aug. 12, 2025 4:22am

Posted Aug. 11, 2025, set to expire Jun. 30, 2026

Job Title Undergraduate Admissions External Reader (4511U),
Haas School of Business - 80340

Department

Institution University of California, Berkeley
Berkeley, California

Date Posted Aug. 11, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Classified Staff

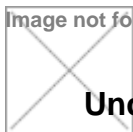
Academic Field(s) Admissions/Student Records/Registrar

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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

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 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 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.

Responsibilities

Haas Undergraduate Programs 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, 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.

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- Read and evaluate approximately 30 - 50 applications/week.
- Assesses applicants for motivation, initiative, leadership potential, work/life experience, extracurricular activities, socioeconomic status, disabilities, and educational/personal hardship
- Review applicants', resumes and work experience, essays, letters of recommendation and transcripts.
- Uses established guidelines to assess the applicants' overall record and experience for final admissions determination and recommendation.
- Summarize applicants' strengths and candidacy in relation to the applicant pool.
- Consults with experienced level staff or faculty when reviewing more complex applications and for training.
- Other duties as assigned.

Professional Learning and Growth

- Actively contributes to a team environment that fosters and promotes a culture of belonging for all, within the unit and at Haas. Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.
- Completes required training on time and engages in opportunities for learning pertinent to the position or at the suggestion of the supervisor.

Required Qualifications

- 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.
- Superior communication analytic, time management, decision-making, and interpersonal skills.
- Must attend all norming and training sessions, complete all pre-training and norming exercises, meet workload deadlines and work independently.

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- Support Haas 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.
- Thorough knowledge and experience working with a variety of student populations.
- 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.
- 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.
- Ability to read up to 17 hours each week, with a commitment to work from November 3, 2025 through June 5, 2026.
- Excellent interpersonal skills, demonstrating a desire 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.

Education/Training:

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

Preferred Qualifications

- Higher education admissions experience.
- 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.

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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 - \$32.00.

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

How to Apply

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

Other Information

- This is not a visa opportunity.
- This recruitment has 3 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

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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](#)

[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.

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To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

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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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