

Admissions Recruitment Specialist (4508) - IEOR, College  
of Engineering  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=261171>

Downloaded On: Aug. 15, 2025 4:26pm

Posted Aug. 15, 2025, set to expire Jun. 30, 2026

<b>Job Title</b>	Admissions Recruitment Specialist (4508) - IEOR, College of Engineering
<b>Department</b>	College of Engineering
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Aug. 15, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Admissions/Student Records/Registrar
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6466478">https://apptrkr.com/6466478</a>

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**Job Description**

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**Admissions Recruitment Specialist (4508) - IEOR, College of Engineering**

**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 College of Engineering (COE) at UC Berkeley is recognized for its educational and research excellence, consistently ranking among the top three Engineering colleges in the United States. With more than 250 regular faculty members, 1, 800 graduate students and 3,200 undergraduate students located in seven academic departments, Engineering is the second largest college on the Berkeley campus.

The Industrial Engineering and Operations Research Department (IEOR) is an academic department within the College of Engineering (COE). IEOR is home to 15 core faculty, 6 emeriti, and 4-5 lecturers. The department offers bachelor's, master's, and doctoral degrees; as well as two professional master's programs - Master of Engineering (MEng) and Master of Analytics. IEOR is at the forefront of research and teaching of operations research and analytics methods, as well as the advancement of quantitative methodologies to solve problems in the areas of healthcare, supply chains, energy, security, finance, and e-commerce. The department has strong ties with other departments in the UC Berkeley College of Engineering and enjoys close relationships with the departments of Statistics, Mathematics, and Economics, as well as with the Haas School of Business.

The Industrial Engineering & Operations Research department Graduate Student Affairs Office is recruiting multiple Readers to assist the Admissions Committee in reading and evaluating applications for admissions to our professional master's programs. The work will range 8 to 20 hours per week and will include training sessions on campus and reading approximately 120 applications (typically done at your home/off campus) the remainder of the time. This is a Limited term appointment and we require the position to work approximately 2 weeks in mid January 2026, with anticipated secondary reviews in mid February to late Feb. There is a possibility for re-appointment in subsequent years.

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### **Application Review Date**

The First Review Date for this job is: 8/26/25 - Open Until Filled

Application review from the first review date will be continuous until filled.

### **Responsibilities**

**80%** Exercise professional judgment in reviewing, evaluating, and recommending applicants for admission using established guidelines. Review and evaluate approximately 120 applications.

**10%** Review applicants' undergraduate and/or graduate transcripts, resume and work experience, letters of recommendations and essays, and standardized test scores.

**5%** Consult with experienced level staff or faculty when reviewing more complex applications.

**5%** Review admissions training materials and becomes familiar with prerequisite courses and equivalents.

### **Required Qualifications**

- Ability to read between 8 to 20 hours each week.
- Ability to communicate effectively orally and in writing.
- Ability to analyze and synthesize large amounts of information.

### **Preferred Qualifications**

- Bachelors degree in related area and/or equivalent experience/training.
- Familiarity with STEM degrees and courses.

### **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

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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 salary or hourly range that the University reasonably expects to pay for this position is \$30.17 to \$41.04 hourly. This is a Limited term, 20% variable FTE position. This position is FLSA Non-exempt and paid biweekly.

### **Other Information**

The work will range 8 to 20 hours per week and will include training sessions on campus and reading approximately 120 applications (typically done at your home/off campus) the remainder of the time. This is a Limited term appointment and we require the position to work approximately 2 weeks in mid January 2026, with anticipated secondary reviews in mid February to late Feb.

### **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.

### **Misconduct Disclosure**

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

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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.

**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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