

Associate Director of Admissions and Operations (4509C),
Berkeley Law - 82692
University of California, Berkeley

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Posted Nov. 26, 2025, set to expire Jun. 30, 2026

Job Title	Associate Director of Admissions and Operations (4509C), Berkeley Law - 82692
Department	Berkeley Law
Institution	University of California, Berkeley Berkeley, California
Date Posted	Nov. 26, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director Professional Staff
Academic Field(s)	Communications/Public Relations 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.

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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.

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 School of Law (Berkeley Law) is one of the nation's great centers for legal education, ever exploring and pushing new intellectual boundaries while tackling urgent, real-world issues. Berkeley Law is also known for its vibrant and engaged community of students and scholars who are committed to providing leadership and making a difference on problems of local, national, and global import.

Position Summary

The Associate Director of Admissions and Operations at Berkeley Law administers J.D. application processing and a wide range of related activities for the law school, all designed to assist with the recruitment of the strongest and most diverse class possible. Reporting to the Director of Admissions and Operations, the Associate Director of Admissions for Operations assists in reviewing 6,000 - 7,000 J.D. applications annually, and manages a variety of correspondence throughout the application cycle in support of the J.D. Admissions unit. The incumbent dedicates a large portion of their efforts to coordinating and managing databases and systems, and will largely be responsible for processing and updates of applicant records across admissions and enrollment management systems. Given their unique position at the intersection of systems and people, they will also make recommendations for and implement process changes. They are responsible for policy interpretation and application, but with a keen eye for which issues require clarification or escalation.

This Associate Director of Admissions for Operations will also work closely with our departmental

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partners, such as Development & Alumni Relations (DAR), IT, and Communications, to ensure that the planning and processes for critical programs are completed on time and accurately. They will coordinate annual updates to electronic and print communications, web pages, the application, and other key communication moments. Working with faculty and student groups, they update and send messages on their behalf. They must also remain flexible and creative, able to spot issues that arise and generate solutions.

The Associate Director of Admissions for Operations must be comfortable generating and using real-time data and reports, working across a wide variety of databases, Customer Relationship Management (CRM) systems, and applications, and importing and exporting data across multiple systems with absolute accuracy. They will be charged with responding to processing issues and problems as they arise by generating creative solutions or escalating issues where appropriate. They will plan and implement key projects; assists with and facilitates programs for student outreach, recruitment, and admissions for the law school within appropriate constituents and communities. This position will also periodically educate the public about admissions requirements, policies, and processes. Exceptional professional judgment must be exercised across all of these functional areas.

While the incumbent will work closely with all other team members, they will also be able to work independently. Willingness to ask questions, comfort with technology, and excellent communication skills will be clearly demonstrated by the successful candidate.

Application Review Date

The First Review Date for this job is: 12/05/2025.

Responsibilities

Admissions Database Processing and Coordination

- Independently manages admissions database systems processing (in UNITE, etc.) for incoming applications to the J.D. program.
- Under the supervision of the Director of Admissions and Operations, responsible for ensuring that all materials related to the application process (apps, fee waiver requests, supplemental materials, etc.) are received, processed, evaluated, updated, and communicated with a high degree of accuracy and efficiency.
- Ensures that the review process runs smoothly, and makes updates to systems, reports, or processes as needed in order to respond to changing demands in a high-stakes, fast-paced office.

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- Working with Data Systems Analyst, designs systems and reports that are responsive to the needs of the department, and coordinates responses to internal and external inquiries as appropriate (with guidance from Directors and Assistant Dean of Admissions and Financial Aid).
- Ensures reporting accuracy and collaborates on larger-scale projects to improve processing and data visualization.
- Annually, leads a coordinated effort to update the application for J.D. admission, working cross-departmentally with Financial Aid, Student Academic Advising and Support Services, Graduate Division, etc. Shares these updates (with LSAC or other) and oversees any related changes to mapping of responses to database fields, ensuring that existing reports remain functional or are updated.
- Audits changes to ensure the application is functioning correctly.
- Reviews and updates the application instructions and website, coordinating with the Directors and Assistant Dean of Admissions and Financial Aid to ensure policy changes are accurately reflected.
- Coordinates with others such as Graduate Division, Financial Aid, other units offering joint-degree programs with the J.D. program, etc. to push and pull data from our systems and databases to campus systems (e.g., SIS).
- Makes recommendations for ways this process could be made more efficient, or to ensure greater accuracy.
- Regularly reviews current database and systems processes with consideration of alignment with office policies and key objectives.
- Makes recommendations for revisions to processes based on independent data collection and research, centering the overall enrollment objectives of the office.
- Considers anticipates policy changes, focusing on whether they will necessitate processing changes, and identifies steps necessary to create optimal alignment.
- Serves as the primary point of contact for outside vendors specific to the admissions process.
- Evaluates office needs and makes recommendations regarding the acquisition of additional tools necessary or beneficial. In the event this leads to the integration of new systems or technologies, and works closely with IT to coordinate the onboarding of those changes.
- In coordination with the Data Systems Analyst, and under the direction of the Director of Admissions and Operations, works effectively with a wide range of applications and tools such as Qualtrics, DocuSign, and Google Forms in order to launch specific admissions-related projects in a timely manner (e.g., Binding Early Decision agreement, GRE/GMAT form, Supplemental Gift Aid application).

Communications

- Communicates with applicants regarding application completion or status, updates student

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records in UNITE and/or SIS, and audits files for completion and consistency.

- Plans timetables and identifies benchmarks within the application cycle in order to ensure we are achieving our goals.
- Identifies issues that may arise and communicates these to the Director of Admissions and Operations and/or Assistant Dean of Admissions and Financial Aid.
- Under the supervision of the Director of Admissions and Operations, communicates multiple high-stakes messages, e.g., fee waiver decisions, admissions decisions and related information to applicants
- Assists with coordination of annual updates to Admitted Students Website, Orientation website, and other related web content.
- Assists with responding to Admissions-related email messages and managing inboxes (admissions@law, admits@law).
- In collaboration with the Director of Admissions and Operations, annually (and as needed) revises the departmental Communications Plan.
- Identifies benchmarks and key deliverables, and establishes systems to ensure those are met.
- Communicates proactively both within and outside of the department to ensure the timelines are well understood, including defining the lead time necessary for each facet of the plan.
- Works extensively with the Communications department to project manage the updating and delivery of key print materials, such as the Viewbook, Admit Packet, etc.
- Works diligently and in partnership with others to ensure accuracy, execution and delivery of materials by critical deadlines.
- Creates timelines and workflows to plan receipt and distribution of materials.
- Manages all standard departmental communications to applicants and admit (e.g., BED admit letter, RD admit letter) and coordinates annual updates. Sends drafts out for review and changes, and proactively partners with others (Dean of Admission and Financial Aid, Dean of Career Development, Dean of Students, executive assistant to the Dean) to make sure deadlines are met.

Outreach & Recruitment

- Using excellent professional judgment, provides substantive information via telephone, email, and in person on law school admissions requirements to the J.D. program, application process, planning visits, scheduling appointments, prerequisite courses, school/college programs and curricula, specific financial aid, housing, career opportunities, resources, and additional information. Issue-spots and escalates issues when appropriate.
- As needed, performs recruitment activities, including writing or editing materials, and represents the school/college/department at admissions events and other forums.
- May plan visits to schools, and schedule and give independent presentations, but primarily works

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with other team members to ensure collection and collation of meaningful data from such events, such as creating registration systems or tracking attendance, and works to integrate this information into other processes such as file review.

- Under direction and guidance of the Director of Admissions for Outreach and Recruitment, plans, organizes and/or assists with events to enhance recruitment and yield, including individual Admit Visits, mentoring programs, and similar activities. Focuses on creating sustainable systems for greater effectiveness of programs, and coordinates with other team members to track key data points that can assist with yield modeling, etc. that is performed elsewhere in the department.
- Generates Candidate Referral Search (CRS) queries to share information with desirable candidates.
- Identifies opportunities to streamline processes in incorporating new technology and/or admissions evaluation tools, such as interviews.
- Works collaboratively with DAR to coordinate data exchange with Xinspire or similar alumni-admitted student contact program.
- Processes fee waiver requests and updates fee waiver form (working with IT) as needed.
- May work with LSAC or campus to create systems that make the application or awarding process more streamlined and automated.
- Under the supervision of the Director of Admissions and Operations, and working collaboratively with the Data Systems Analyst, supports deployment of surveys and other data collection moments to assist with review of initial gift aid eligibility,
- With a high degree of accuracy, collects and collates responses to create usable data sets for analysis.
- Generates historical and real-time reports to assist with gift aid review as needed.
- Creates initial gift aid-related communications, including award letters, with an exceptional attention to detail.

File Review

- Exercises exceptional professional judgment in reviewing, evaluating, and recommending applicants for admission using established and predefined guidelines.
- Assesses applicants for motivation, initiative, leadership potential, work/life experience, extracurricular activities, socioeconomic status, and educational/personal hardship.
- Under the parameters and with the objectives set forth by the Dean of Admissions and Financial Aid, interprets the Faculty Policy Governing Admissions, Application Review Handbook, and other critical guidelines in individual cases using the principles of holistic review.
- Using established guidelines, applying acquired knowledge of college/school/department requirements and applicant pool to assess applicants' overall record and experience for admissions recommendation.

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- Consults with senior level staff when reviewing more complex applications.

Professional Development & Other Duties

- Engages in professional development and training opportunities as needed.
- Performs additional duties within the scope of this classification as assigned.

Required Qualifications

- Highly advanced interpersonal and communication skills (both verbal and written), and the ability to employ active listening skills and the ability to develop persuasive and compelling arguments.
- Ability to provide a high level of customer service and responsiveness.
- Strong ability to work independently and collaboratively as a team member.
- Strong organizational skills with demonstrated ability to prioritize and meet deadlines.
- Strong attention to detail.
- Ability to exercise a high degree of professional judgment and discretion while maintaining a high level of confidentiality.
- Must be able to travel nationally for outreach and recruitment events (up to 10%).
- Ability to reliably travel to and from the primary work location and other designated sites as required to fulfill job responsibilities such as regional events.
- Demonstrated ability to work effectively and collaborate with individuals and groups from a wide range of backgrounds, experiences, and perspectives.
- Demonstrated commitment to fostering an inclusive and supportive environment that promotes collaboration and mutual respect among all members of the UC Berkeley community and its stakeholders.
- Must demonstrate strong interpersonal skills, including the ability to engage with and understand individuals from varied academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds.
- Experience working with data management systems to generate reports and process data.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Experience in law school or other higher education admissions setting.

Salary & Benefits

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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 annual salary range that the University reasonably expects to pay for this position is \$80,200.00 - \$94,300.00.

- This is an exempt monthly-paid position.

How to Apply

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

Other Information

This position will be governed by the terms and conditions in the agreement for the Student Services Advising Professionals, represented by the UAW.

- This is not a visa opportunity.
- This position is eligible for up to 20% hybrid 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

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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.

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

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applying for or inquiring about this job announcement.

Contact

N/A

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