

UG Admissions Reader (4511U) - College of
Environmental Design
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=268791>

Downloaded On: Nov. 26, 2025 7:12pm

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

Job Title	UG Admissions Reader (4511U) - College of Environmental Design
Department	College of Environmental Design
Institution	University of California, Berkeley Berkeley, California
Date Posted	Nov. 26, 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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UG Admissions Reader (4511U) - College of Environmental Design

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 Environmental Design (CED) is a diverse instructional and research design environment with multifaceted academic units: three academic departments (Architecture, City & Regional Planning, and Landscape Architecture & Environmental Planning) and one academic/research unit (Institute of Urban & Regional Development), which houses 3 degree programs and oversees multidisciplinary research within the college. CED has approximately 50 senate faculty, 1200 undergraduate and graduate students, and approximately 80 total staff. In addition to the academic activities, CED is home to research centers, fabrication services, studios, AV and computer labs, and general use classrooms, as well as a cafe, library and archives.

The College of Environmental Design conducts an independent review of transfer admission applications. Application readers undergo comprehensive training in admissions requirements, policies, and procedures to ensure consistency and equity in the evaluation process. Drawing on this training, readers review and assess transfer applications.

This is a Limited appointment for up to 25 hours/week, with a commitment to work from January 26, 2026 - March 16, 2026.

Application Review Date

The First Review Date for this job is: Continuous and open until filled

Responsibilities

- Make admission recommendations from highly competitive applicant pools. Using extensive knowledge of college/school/department requirements and the applicant pool, assess the

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applicants' overall record and experience for final admissions determination and recommendation. Will strategically evaluate records for course evaluation of non-California Community College credit. Read and evaluate approximately 20-30 applications/week.

- Review applicants' Personal Insight Questions and self-reported transcripts. Uses established guidelines to assess the applicants' overall record and experience for final admissions determination and recommendation.
- Attends rigorous evaluation training and norming sessions. Completes a set of norming samples to become a certified CED transfer reader. Consults with experienced-level staff when reviewing more complex applications and for training.
- Summarize applicants' strengths and candidacy in relation to the applicant pool.
- Other duties as assigned.

Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training.
- Working knowledge of and/or ability to learn academic programs, including curricula and admissions requirements.
- Using extensive knowledge of college/school/departamental requirements and the 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, analytical capability, time management, decision-making, and interpersonal skills.
- Must attend all calibration meetings and training sessions (some will be in-person and some online), complete all pre-training and calibration exercises, meet workload deadlines, and work independently.
- Support CED for reader competence and process effectiveness by contributing to group discussions on sample applications.
- Provide feedback on the overall training/calibration 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 technological and procedural)

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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 4-year institution.
- Ability to read up to 25 hours a week, with a commitment to work from January 26, 2026, through March 16, 2026.
- Excellent interpersonal skills, demonstrating a desire to establish and maintain positive & professional working relationships with colleagues and team members.

Preferred Qualifications

- Higher education admissions experience.
- Knowledge of higher education.
- 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 salary or hourly range that the University reasonably expects to pay for this position is

- \$25/hour for all new readers and any former UC Berkeley reader who has not read in the past three cycles (24-25, 23-24, and 22-23)
- \$26/hour for any reader who has read with UC Berkeley (as a domestic reader) in one of the past three cycles (24-25, 23-24, and 22-23)

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- \$27/hour for any reader who has read with UC Berkeley (as a domestic reader) a minimum of twice in the past three cycles (24-25, 23-24, and 22-23)

External reader hourly remuneration is non-negotiable. This position is FLSA Non-exempt and paid biweekly.

This is a Limited appointment for up to 25 hours/week, with a commitment to work from January 26, 2026 - March 16, 2026.

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.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

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 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:

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[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 applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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