

Student Funding and Admissions Manager (4527U),  
Berkeley Public Health - 66741  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=234011>

Downloaded On: May. 16, 2024 12:53pm

Posted Apr. 5, 2024, set to expire Jun. 30, 2024

<b>Job Title</b>	Student Funding and Admissions Manager (4527U), Berkeley Public Health - 66741
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Apr. 5, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Admissions/Student Records/Registrar
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**Job Description**

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**Student Funding and Admissions Manager (4527U), Berkeley Public Health - 66741**

**About Berkeley**

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the

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transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and 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 staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](https://grow.berkeley.edu).

## Departmental Overview

Berkeley Public Health (BPH) aims to improve population health, especially for the most vulnerable, through interdisciplinary collaborations, preeminent education, and transformational research. Established in 1943, BPH is a professional school on the UC Berkeley campus that comprises six academic divisions and nearly 30 research centers and programs. Our department's values include social justice, health as a right, challenging conventional thought, embracing diversity, and creating meaningful impact. We honor our principles of community by centering and valuing everyone in our community; prioritizing prevention while remaining grounded in social justice; promoting safety and respect; practicing self-care and kindness; and remaining optimistic, hopeful, and committed to change. Learn more at: [publichealth.berkeley.edu](https://publichealth.berkeley.edu).

## Application Review Date

The First Review Date for this job is: Monday, April 15, 2024

## Responsibilities

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- Participates in the processing, evaluation, and awarding of all SPH student fellowships, grants, and other awards.
- Identifies fellowship applicants meeting criteria for awards and grants and notifies selected recipients.
- Meets successive award deadlines.
- Acts as the primary liaison with Graduate Division on all financial aid matters and keep students, faculty, staff and SPH leadership informed about changes in policies and procedures.
- Identifies and implements database elements, queries, and reports needed to monitor aid programs.
- Analyzes exception reports of students whose aid packages could not be handled by automated programming and determines action needed to resolve issues and complete aid allocations for these students.
- Exercises professional judgment to authorize changes in financial aid awards.
- Provides in-depth information, advice, and guidance on specific financial aid criteria, SPH or Graduate Division fellowships and other resources for financial aid, and career opportunities.
- Provides individual counseling on non-routine, sensitive aid issues.
- Advises departments on existing financial aid procedures, resources, and options available and recommends changes in financial aid policy or procedures to benefit specific student need.
- Processes admission decisions through university systems, including Slate and SOPHAS, and trouble shoots as liaison with department programs and Graduate Division on any complex admissions issues.
- Assesses admissions eligibility of traditional, online- program, and international applicants. This includes evaluating and analyzing transcripts and international records, including study abroad, for eligibility.
- Plans, manages, and implements events to enhance recruitment and yield, including Spring Visit Day, Orientation, diversity initiative events, mentoring programs, electronic communications, and similar activities.
- Engages in career and professional development opportunities; participates on standing department committees to provide advice on procedural issues.
- Completes other duties, as assigned

### **Required Qualifications**

- Working knowledge of policies, regulations, and practices for awarding financial aid and other student funding mechanisms.
- Specialized knowledge of and/or ability to learn particular programs.
- Ability to effectively work both independently and in collaboration with others at varying levels of

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the organization.

- Thorough interpersonal skills.
- Strong skills in analyses and complex problem-solving, aligned with a strong service orientation.
- Problem identification, critical thinking, and problem-solving skills.
- Solid judgment and decision-making ability.
- Ability to calculate financial aid with attention to detail and accuracy.
- Organizational skills and ability to prioritize work and meet deadlines.
- Strong skills to communicate and interact effectively with all levels of faculty, staff, students, and external constituencies, both verbally and in writing.
- Strong ability to assess processes and implement improvements.
- Strong proficiency with standard office software as well as internet and email applications.
- Knowledge of financial analysis and reporting techniques, including competency in Excel.

Education/Training:

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

**Preferred Qualifications**

- Working knowledge of and/or ability to learn University policies, processes, and procedures.
- Experience planning large student-facing events.
- Public speaking experience.
- Working knowledge of and/or ability to learn common University-specific computer application programs (Slate, SOPHAS, student information systems).

**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,

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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 \$76,500.00 - \$88,600.00. The full pay scale range for this position classification (grade 20) is \$64,400.00 - \$112,800.00.

- This is a 100%, full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.
- This is a hybrid position, eligible for up to 25% remote capability.

### **How to Apply**

To apply, please submit your resume and cover letter.

### **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.

### **Equal Employment Opportunity**

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

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**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCH](https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH)

**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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