

Admissions Coordinator (4508U), Berkeley Law - 66473
University of California, Berkeley

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Downloaded On: May. 16, 2024 10:06am

Posted Apr. 9, 2024, set to expire Jun. 30, 2024

Job Title	Admissions Coordinator (4508U), Berkeley Law - 66473
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Apr. 9, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional 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 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.

Departmental Overview

UC Berkeley's School of 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. The law school 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. Currently ranked among the top law schools in the country, the School of Law has ambitious development goals as it looks to continue producing leaders in law, government, and society.

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The Admissions Coordinator for Communication and Programs at Berkeley Law performs the day-to-

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day administrative services and operations of the office. Reporting to the Director of Admissions and Operations, the Admissions Coordinator for Communication and Programs is the front-line responder to inquiries about Berkeley Law throughout the application cycle in support of the Admissions unit. This position updates applicant records across admissions and enrollment management systems; serves as a coordinator for key programming managed by the office; receives and responds to front-line communication with candidates, exercising judgment to escalate when necessary; supports other professional staff in the department through tasks such as reimbursement processing, scheduling, event planning; delivers key communications in a variety of formats to candidates and others; and performs other logistical activities as assigned that are crucial to the overall success of the department. The incumbent is also responsible for processing Admissions' financial transactions, including supply ordering, vendoring of new suppliers, and completing payments to vendors.

The Admissions Coordinator for Communication and Programs must have excellent judgment and use data to respond to applicant issues and problems as they arise, escalating and involving others where and when appropriate. They will organize, stage, and implement projects and deliverables related to outreach, recruitment and events, scholarship programs. In addition, as a representative of the JD admissions office and Berkeley Law, they will educate the public about admissions requirements, policies, and processes with professionalism and accuracy.

Application Review Date

The First Review Date for this job is: April 22, 2024

Responsibilities

- Coordinates and supports JD Admission-specific events by:
- Recruits volunteers or coordinates ambassadors or others, creates briefings for Dean of Admissions or others, etc.
- Liaises with Development and Alumni Relations on alumni-involved JD Admissions events.
- Initiates post-event surveys and organizes survey responses for discussion.
- Makes event-related purchases, reconciles payments, and processes reimbursements as needed.
- Attends local events (e.g., Applicant Information Sessions, BLOS Family Dinner, etc.) as assigned to provide logistical support in-person to others in the unit.
- Provides logistical and administrative support to Berkeley Law JD Admission-specific pre-law programs (e.g. Pre-Law Prep Academy, Pathway to Law, etc.) as needed.
- Coordinates events and projects specific to scholarship programs, including but not limited to arranging travel, securing venues, coordinating with other departments to execute specific needs for scholarship-related events.

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- Works closely with Admissions and Financial Aid directors to provide assistance where needed.
- Prepares basic reports on scholarship recipients
- Assists with program newsletters and updates, current student and alumni database maintenance, and other tasks in support of maintenance and growth of the programs.
- Liaises with the Event Services Unit, Media Team, and facilities to ensure all details of events or programs are planned and executed in a way that meets the needs and expectations of the unit.
- Responsible for providing substantive information and guidance about the law school admission requirements, application process, planning visits, scheduling appointments, prerequisite courses, school/college programs and curricula, specific financial aid, housing, career opportunities, resources, and additional information.
- Assesses inquiries (electronic or in-person) to determine the relevant issues, and recommends solutions or escalates complex problems to Admissions directors.
- Prepares and maintains updated informational materials.
- Schedules, coordinates, and attends unit-sponsored events.
- Organizes on-campus visits by high schools and student groups and leads building tours.
- Partners with other units (e.g. the Dean's office) to coordinate and execute other critical recruitment functions (e.g., phone calls from the Dean, briefings on visitors for the Dean of Admissions, etc.)
- Assists with content updates for admissions and/or financial aid-related web pages.
- Liaises with other departments such as Communications and IST to remove, organize, relocate, activate, or update web pages, forms, etc.
- Coordinates updates from student groups, faculty, and others to annual or periodic communication pieces.
- Creates and/or updates template messages for use in responding to general inquiries from the public.
- Coordinates materials and content for summer newsletter series welcoming matriculating JD students.
- Creates, updates, or edits fliers, brochures, maps, or other materials, keeping in mind branding requirements.
- Identifies issues, trends, or opportunities by collating information about inquiries and making suggestions for scalable responses.
- Performs admissions database system processing and updates for incoming applications.
- Sends emails to applicants regarding application completion or status, updates student records in ACES2 and/or SIS, audits files for completion and consistency, prints correspondence for mailings.
- Assists with fee waiver request processing or other similar discreet projects and functions in coordination with or under the supervision of directors in the unit.

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- Documents systems and updates policy and procedure documents as needed.
- Completes all required and relevant training.
- Understands and maintains confidentiality and secure treatment of student records.
- Serves as the front-line phone respondent for all inquiries to the JD admission office.
- Responds to general inquiries of moderate scope and complexity and uses judgment to seek clarification, additional information, or support as needed.
- Directs or escalates calls to others in the unit and the law school as needed.
- Confirms budgets, performs inventory, and places orders where necessary, including performing reconciliation of purchases.
- Creates scheduling briefs and weekly event, communication, and/or program summaries to disseminate to team members.
- Stays abreast of scheduling changes and communicates those effectively and in a timely manner.
- Coordinates coverage when necessary to ensure events run smoothly.
- Keeps the reception area clean and stocked of materials.
- Completes other tasks such as preparing travel reimbursement reports, generating expense or budget reports related to specific events, projects, or programs.
- Engages in professional development and training opportunities as needed.
- Performs other duties as assigned.

Required Qualifications

- Analytical, critical thinking, problem recognition/avoidance/resolution/problem-solving skills and the ability to deal with ambiguity.
- Ability to understand and easily explain the nature of the law school experience, the academic and other requirements of the field, and the key factors a successful applicant and matriculant should possess.
- Thorough knowledge and experience working with a diverse student population
- Strong skills in analyzing and synthesizing large amounts of data for preparing sound and relevant proposals with ability to interpret policies and procedures to prospective students and the public.
- Strong advising and counseling skills with thorough and comprehensive knowledge of academic programs, including curricula, admissions requirements, and financial aid programs, at colleges/universities and specifically at UC Berkeley, and/or specific colleges and schools.
- Political acumen to establish and maintain cooperative relationships throughout the organization and with schools, universities, community organizations, undergraduate and graduate student and campus organizations, and other institutions. Ability to leverage those relationships to meet key Admissions Office objectives.

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- Excellent computer skills and the ability to quickly learn and adapt to new programs.
- Strong 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 as part of a team
- Organizational skills and ability to prioritize work and meet demanding time frames.
- Ability to exercise a high degree of professional judgment and discretion while maintaining a high level of confidentiality.
- Knowledge and/or ability to learn California laws pertaining to the privacy rights of students and access to student information, including Family Educational Rights and Privacy Act (FERPA).
- Strong attention to detail.
- Demonstrated commitment to and understanding of diversity, equity, inclusion, and belonging (DEIB), and ability to apply and integrate core concepts of DEIB into everyday practice.
- Commitment 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.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community.

Education/Training:

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

Preferred Qualifications

- Knowledge of and/or ability to learn common campus-specific databases and experience with admissions-based systems, Crystal Reports, MS Office Suite, and other related programs desired.
- Knowledge of web site design and other technologies highly desired.

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

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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 \$31.50 - \$34.65.

- This is a 100%, full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is non-exempt and paid bi-weekly.
- This is a hybrid position, eligible for up to 20% 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.

Driving Required

A valid driver's license and DMV check for driving record is required.

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.

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For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

To apply, visit

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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