

Admissions Coordinator (4508U) - School of Information
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=234447>

Downloaded On: May. 16, 2024 4:08pm

Posted Apr. 10, 2024, set to expire Jun. 30, 2024

Job Title	Admissions Coordinator (4508U) - School of Information
Department	School of Information
Institution	University of California, Berkeley Berkeley, California
Date Posted	Apr. 10, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator Professional Staff
Academic Field(s)	Admissions/Student Records/Registrar
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Job Description

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Admissions Coordinator (4508U) - School of Information

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.

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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 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

The School of Information (I School) advances knowledge and practice everywhere humans interact with digital technologies. Through interdisciplinary research and teaching we are committed to expanding access to information and to improving its usability, reliability, and credibility while preserving security and privacy. Our faculty conduct research in human-computer interaction (HCI), security and privacy, applied data science, and technology in developing regions.

We currently offer three professional master's degrees and an academic doctoral degree. Our Master of Information Management and Systems (MIMS) program trains students for careers as information professionals and emphasizes project-based learning. Our Master of Information and Data Science (MIDS) program is an online degree designed for working professionals with career goals in the emerging field of data science. The newly launched Master of Information and Cybersecurity (MICS), also offered online, offers a holistic approach to cybersecurity and prepares students for professional

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careers in cybersecurity. Our Ph.D. program equips scholars to develop solutions and shape policies that influence how people seek, use, and share information.

This position involves developing and implementing programs for student outreach, recruitment, and admissions for the UC Berkeley School of Information graduate programs. The Admissions Coordinator is responsible for communicating with prospective students, applicants, and admitted students about admissions requirements, policies, and processes.

Application Review Date

The First Review Date for this job is: April 23, 2024 - Open Until Filled

Responsibilities

- Responds to inquiries from prospective students regarding entrance requirements, application procedures, financial aid availability, housing alternatives, etc.
- Communicates with applicants about the status of their application. Collects and processes missing materials as received to complete files.
- Processes and prepares application files for reader evaluation.
- Assists with Graduate Division admissions recommendation process. Ensures timely and complete receipt of newly admitted student application materials and all consecutive enrollment requirements.
- Provides technical support for admissions systems, including Slate, Salesforce, the admissions website, and other campus platforms. Works with internal, external, and campus partners on troubleshooting technical issues as they arise.
- Provides additional administrative and operational support, as needed.

Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training.
- Excellent customer service and interpersonal skills. Multicultural competencies. Enthusiastic about working with diverse populations.
- Working knowledge of UC, and the ability to interpret policies and procedures to prospective applicants and the public.
- Ability to multitask in a fast-paced department, work under multiple deadlines, and have the ability to prioritize workflow in a logical manner to meet strict and important deadlines.
- Skills in judgment and decision-making, problem solving, identifying measures of system

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performance and the actions to improve performance.

- Ability to develop original ideas to solve problems and not deterred by ambiguity. Ability to be resourceful, creative, innovative, and flexible.
- Ability to communicate effectively orally and in writing.
- Strong attention to detail and very organized.

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 \$28.30 to \$39.00 hourly. This is a 100% FTE career position eligible for full benefits.

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.

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

The [University of California's Anti-Discrimination 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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