

Associate Director of Admissions (4509U), Haas School of
Business - 60177
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=223584>

Downloaded On: May. 9, 2024 9:02am

Posted Oct. 13, 2023, set to expire Jun. 30, 2024

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| Job Title | Associate Director of Admissions (4509U), Haas School of Business - 60177 |
| Department | Haas School of Business |
| Institution | University of California, Berkeley Berkeley, California |
| Date Posted | Oct. 13, 2023 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Associate/Assistant Director |
| Academic Field(s) | Business - General |
| Apply Online Here | https://apptrkr.com/4685974 |

Apply By Email

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 Haas School of Business offers a unique opportunity to champion new ideas, collaborate across boundaries, and continually learn in a workplace committed to increasing diversity and creating a welcoming environment for all. Our distinctive culture is captured within our four [Defining Leadership Principles](#): **Question the Status Quo, Confidence Without Attitude, Students Always, and Beyond Yourself**. These principles distinguish Berkeley Haas as a unique environment, conducive to teamwork, collaboration, and career growth.

For more information about the Haas School of Business visit: <https://haas.berkeley.edu/about/>

The Haas School of Business embraces flexible working arrangements for its employees. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

Application Review Date

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The First Review Date for this job is: 10/25/2023

Job Summary

The Associate Director of Admissions position involves developing and implementing programs for student outreach, recruitment, and admissions for the Haas Working Professionals MBA Programs within appropriate constituents and communities and educating the public about admissions requirements, policies, and processes.

Responsibilities

- Involves developing and implementing programs for student outreach, recruitment, and admissions for the university and/or school/college/department within appropriate constituents and communities and educating the public about admissions requirements, policies, and processes.
- Plans, manages, and implements initiatives to enhance recruitment and yield for the Evening and Weekend MBA program with specific emphasis on the Flex online schedule option.
- Develop and implement admissions communication and engagement strategy. Work with partners to identify trends, define actions, and execute the communications plan.
- Serve as the primary point of contact with student leaders and alumni relations, leading their involvement with recruitment and yield efforts, e.g. serving as panelist or speakers for admissions events, and student-admit matching.
- Guide and oversee yield activities designed to convert admitted students to enrollees, including class visits, admit events, and receptions.
- Manage marketing and recruitment strategies, including assigned diversity efforts, lead identification, and outreach.
- Oversee the planning and implementation of recruitment events as assigned.
- Assist with the development of marketing materials and activities (e.g. the website, advertising, presentations).
- Provides in-depth information on admissions requirements, prerequisite courses, school/college programs, and curricula, specific financial aid criteria, and career opportunities.
- Deliver presentations about the programs and represent the School at admissions activities on campus, online, in state, and out of state as well as at corporate/professional organization events.
- Counsel prospective applicants regarding admission requirements, Haas programs, and preparation for MBA study.
- Assesses effectiveness in attracting quality students to Berkeley Haas MBA Programs for Working Professionals.
- Conduct data analysis to evaluate effectiveness of recruitment and marketing activities; suggest

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areas of improvement.

- Maintain a strong knowledge of competitive programs and their offerings.
- Uses extensive knowledge of college/school/department requirements and applicant pool, to assess the applicants' overall record and experience for final admissions determination and recommendation, including reading/reviewing applications and assisting with annual assessment of application and improvements.

Professional Learning and Growth

- Embraces the principle of being a "student always" by engaging in opportunities for training, workshops, seminars, continuing education pertinent to the position, or at the suggestion of the supervisor.
- Actively contributes to a team environment that fosters and promotes a culture of diversity, equity, inclusion, and belonging (DEIB) within the unit and at Haas.
- Engages in ongoing education to promote diversity, equity, inclusion & belonging by completing University sponsored certifications & training sessions (ie: MEP Workshop, Implicit Bias Certification, LinkedIn Learning workshops, and other workshops & seminars offered by the University or Haas, as they are made available) or by engaging in external seminars & resources related to DEIB.
- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.

Required Qualifications

- Minimum 4 years of marketing and/or experience making admissions decisions.
- Can quickly learn and/or have thorough knowledge of the academic programs, policies and procedures including curricula, admissions requirements at colleges/universities and/or UCs in order to interpret and communicate these policies and processes to prospective students and the public.
- Strong planning and execution skills, including outstanding organizational skills, ability to manage multiple projects and deadlines, self-motivated and able to work with minimal supervision.
- Strong analytical skills and ability to interpret and synthesize large volumes of applicant information.
- Outstanding oral communication skills, including public speaking and presentation, as well as strong written communication skills.
- Familiarity and comfort with software applications and platforms. (e.g. Google Workspace)

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- Must be available and willing to travel
- Must be available to work some evenings and weekends for recruitment events.
- Demonstrates an understanding of and commitment to diversity, equity, inclusion, and belonging in a business, organization or public university setting.
- Excellent interpersonal skills, demonstrating a desire to promote diversity, equity, inclusion and belonging to establish and maintain positive & professional working relationships with colleagues, students and team members.
- Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.
- Demonstrates an understanding of and commitment to diversity, equity, inclusion, and belonging in a business, organization or public university setting.

Education/Training:

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

Preferred Qualifications

- Familiarity with MBA programs and admissions selectivity of US business schools, including understanding of industries and functions of the MBA candidates pool.
- Corporate experience.
- Familiarity with Hubspot and/or Slate software applications.
- MBA.

Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for UC 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

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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 \$64,400.00 - \$88,600.00.

How to Apply

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

Other Information

- This is not a visa opportunity.

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.

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.

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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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