

Assistant Dean of MBA Admissions and Enrollment  
Management (0303U), Haas School of Business - 82998  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=269451>

Downloaded On: Dec. 16, 2025 5:29pm

Posted Dec. 15, 2025, set to expire Jun. 30, 2026

<b>Job Title</b>	Assistant Dean of MBA Admissions and Enrollment Management (0303U), Haas School of Business - 82998
<b>Department</b>	Haas School of Business
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Dec. 15, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Dean
<b>Academic Field(s)</b>	MBA & Executive MBA
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**Job Description**

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### 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

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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.

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

As the second oldest business school in the United States, UC Berkeley Haas has been redefining business education since 1898. Situated in the heart of Bay Area innovation and rooted in UC Berkeley's public mission, we're a place where ambition meets purpose and innovation meets impact. We develop leaders who challenge assumptions, ask the right questions, and make business better. What sets us apart is our focus on the human edge: judgment, rigor, ingenuity, conviction, and confidence. Our "One Haas" culture is collaborative and unified, bound by four Defining Leadership Principles: **Question the Status Quo, Confidence Without Attitude, Students Always, Beyond Yourself**. Join us in moving business and society forward.

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

Berkeley Haas offers three top-ranked MBA programs: Full-time MBA (~560 students), Evening & Weekend MBA (~1,050 students), Executive MBA (~140 students). All three programs offer the same MBA degree in a format designed to meet the distinct needs of differing student populations.

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

The First Review Date for this job is: 12/24/2025. For full consideration, please apply by 01/05/2026.

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## Responsibilities

This position serves as the chief enrollment strategist for Haas MBA programs (FTMBA, EWMBA, EMBA), acting as the product owner for all enrollment initiatives. This role transforms enrollment from a transactional admissions function into a strategic, data-driven discipline that optimizes the entire student lifecycle from inquiry through career outcomes.

The role leads the development and execution of comprehensive enrollment strategies that integrate predictive analytics, financial aid optimization, market intelligence, and cross-program coordination. This leader will ensure Haas programs evolve in response to market demands rather than competing internally for resources.

The position partners closely with Academic Programs, Marketing, Career Services, Financial Aid, and program leadership to ensure enrollment decisions consider downstream implications for student success, retention, and career outcomes. This role oversees the enrollment plan, establishes admissions policies and procedures, and ensures adherence to University enrollment policies and practices. The incumbent has significant responsibility for administration, budgeting, human resources, and strategic planning, meeting regularly with various constituencies including the dean, faculty, staff, students, and external stakeholders. They represent the school to campus administrative units, serve on policy-setting and advisory committees as needed, and act as liaison for Haas with central campus administrative units.

### Strategic Enrollment Planning:

- Develops and maintains sophisticated multi-year enrollment strategies that incorporate scenario modeling, risk assessment, and predictive analytics models for forecasting application volume, yield rates, and class composition.
- This involves conducting complex financial aid modeling to optimize net tuition revenue while ensuring diversity goals, creating comprehensive enrollment dashboards for real-time decision-making, and analyzing funnel metrics to identify optimization opportunities at each stage.
- The role includes leading market research initiatives in partnership with the Marketing team, conducting competitive intelligence analysis, and establishing KPIs that connect enrollment decisions to retention and career outcomes.
- The Assistant Dean presents enrollment forecasts and strategic recommendations to senior leadership, translating complex data into actionable insights.

### Product Ownership & Cross-Program Strategy:

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- Serves as product owner for the Haas MBA portfolio, leading strategic discussions about program positioning and market fit to ensure programs complement rather than compete.
- This involves facilitating cross-program enrollment planning that optimizes resource allocation and reduces internal competition, partnering closely with Marketing to translate enrollment data and market research into program positioning strategies and identifying new program opportunities.
- The role coordinates with Academic Programs to ensure curricula respond to market needs identified through enrollment insights and competitive analysis, develops frameworks for evaluating new program opportunities using rigorous analytical approaches, and collaborates with Marketing on testing and validating new program concepts with target audiences.

Enrollment Operations and leadership:

- Provides strategic direction to the enrollment team including admissions staff, financial aid employees, and recruitment event coordinators, making critical decisions on hiring, performance management, and organizational structure.
- This involves establishing admissions policies aligned with strategic goals, overseeing holistic application review that balances qualitative assessment with data-informed selection, and ensuring enrollment operations execute efficiently to support applicant experience.
- The role drives continuous improvement in enrollment processes and technology systems, identifies inefficiencies and implements solutions that enhance operational effectiveness, and invests significantly in building team capabilities in data analysis, strategic thinking, and student-centered service.

Financial Aid and Yield Strategy:

- Designs and executes sophisticated financial aid strategies using predictive modeling and price sensitivity analysis, partnering closely with the CFO and Financial Aid office to develop aid packaging that balances revenue generation, access, and competitive positioning.
- The role partners with Marketing to ensure financial aid messaging in recruitment materials and communications effectively supports yield goals, while balancing revenue optimization with institutional commitments to access, affordability, and socioeconomic diversity.

Lifecycle Management and Student Success:

- Establishes explicit connections between enrollment decisions and student success outcomes, partnering with Career Services to analyze how class composition affects placement results and collaborating with Academic Affairs on retention initiatives informed by enrollment data.

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- This involves implementing comprehensive tracking of cohort performance from admission through career outcomes, building longitudinal datasets that enable evidence-based refinement of admissions criteria, and creating robust feedback loops between outcomes data and enrollment practices.

#### Professional Learning and Growth

- Actively contributes to a team environment that fosters and promotes a culture of belonging for all, within the unit and at Haas. Exemplifies Haas' four Defining Leadership Principles: (1) Question the status quo; (2) Confidence without attitude; (3) Students always; and (4) Beyond yourself.
- Completes required training on time and engages in opportunities for learning pertinent to the position or at the suggestion of the supervisor.

Other duties as assigned.

#### Required Qualifications

- Advanced knowledge of education theory, policy, practice, and evaluation.
- Significant knowledge of and/or can quickly learn the goals and mission of the University as they relate to academic preparation, recruitment, and advanced-standing admission.
- Significant knowledge of and/or can quickly learn UC's colleges, schools and departmental transfer policies.
- Significant knowledge regarding UC's colleges/schools, general education policies and requisite transfer preparation.
- Advanced knowledge of fiscal management policies and practices and/or can quickly learn University personnel management policies and practices.
- Knowledge of organizational development strategies and practice.
- Significant knowledge of evaluation methodologies, data analysis procedures, and systems necessary for working with technical staff to develop effective data management and evaluation systems.
- Experience operating and expanding programs both domestically and internationally in various formats
- Excellent interpersonal skills, demonstrating a desire 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.

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### Education/Training

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

### 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.

- This is a full-time (40 hours/week), career position that is eligible for UC Benefits.
- This is an exempt monthly-paid position.

### How to Apply

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

### Other Information

- This is not a visa opportunity. This position does not include sponsorship of a new consular H-1B visa petition that would require payment of the \$100,000 supplemental fee.

### 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.

### SB 791 and AB 810 Misconduct Disclosure Requirement:

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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:

[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](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)

**Contact Information**



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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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