Job Description

<table>
<thead>
<tr>
<th>Job Title: Assistant Director of Admissions (4509U)</th>
<th>Job ID: 21699</th>
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<tbody>
<tr>
<td>Department: Berkeley Law</td>
<td>Location: Main Campus-Berkeley</td>
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<tr>
<td>Full/Part Time: Full-Time</td>
<td>Regular/Temporary: Regular</td>
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About Berkeley

The University of California, Berkeley, is one of the world’s most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley’s culture of openness, freedom and acceptance—academic and artistic, political and cultural—make it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at http://jobs.berkeley.edu/why-berkeley.html.

The First Review Date for this job is: June 10, 2016

Departmental Overview

Position involves developing and implementing programs for student outreach, recruitment, and admissions for the Berkeley campus and/or school/college/department within appropriate constituents and communities; and educating the public about admissions requirements, policies, and processes.

UC Berkeley School of Law (Boalt Hall) is one of the nation's great centers for legal education, ever exploring and pushing new intellectual boundaries while tackling urgent, real-world issues. Berkeley Law 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.

The Assistant Director of Admissions at Berkeley Law designs processing systems and administers a wide range of outreach and recruitment programs for the law school. Reporting to the Director of Outreach and Recruitment, the Assistant Director assists in reviewing 6,000 – 7,000 JD applications annually, conducts research and analytical studies on a variety of policies, projects, programs and issues in support of the Admissions unit; has the authority to make independent decisions regarding strategies for evaluating perspective applicants and related admissions decisions. The
incumbent also independently conceives and designs admissions and enrollment management systems, provides policy recommendations focused on admissions outreach and recruitment goals.

The Assistant Director must use real-time data and analysis from a variety of sources to anticipate the needs of the admissions and respond to issues and problems as they arise; plans and implements projects in response to real-time challenges and needs; develops and implements programs for student outreach, recruitment, and admissions for the law school within appropriate constituents and communities; and educates the public about admissions requirements, policies, and processes.

Responsibilities
Provides information specifically about Berkeley Law's graduate degree program and UC Berkeley one-on-one and to groups.

Provides substantive information on law school admissions requirements, prerequisite courses, school/college programs and curricula, specific financial aid, housing, and career opportunities.

Serves as liaison between students, parents, college/universities, community agencies, and UC Berkeley college/school/department.

Exercises professional judgment in reviewing, evaluating, and recommending applicants for admission using established guidelines. Assesses applicants for motivation, initiative, leadership potential, work/life experience, extracurricular activities, socioeconomic status, disability, and educational/personal hardship.

Consults with experienced level staff or faculty when reviewing more complex applications. Using extensive knowledge of college/school/department requirements and applicant pool, assess applicants' overall record and experience for final admissions determination and recommendation.

Responds to inquiries from prospective students regarding entrance requirements, application procedures, financial aid availability, housing alternatives, etc.

Performs recruitment activities, including writing or editing materials, and representing the school/college/department at admissions events and other forums. Plans visits to schools, schedule and make presentations, interviews and follow-up visits.

Under direction and guidance, plan, manage and implements events to enhance recruitment and yield, including Admitted Students Weekend, diversity initiative events, mentoring programs, electronic communications, and similar activities.

Required Qualifications
- Advanced 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 matriculants 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.
  • Ability to develop recruitment programs (including policy design, and relating to both admissions and financial aid), and to create effective materials.
  • Excellent computer skills and the ability to quickly learn and adapt to new programs. Knowledge of common campus-specific 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.
  • Highly advanced 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 a team member.
  • Ability to multi-task and meet demanding time frames.
  • Ability to travel extensively (15%-20%) and must have a valid driver’s license.
  • Ability to exercise a high degree of professional judgment and discretion while maintaining a high level of confidentiality.
  • Ability to successfully complete a criminal background check.

Preferred Qualifications
  • Advance degree or UC Berkeley JD strongly preferred
  • Familiarity with legal education preferred.

Education/Training:
  • Bachelor’s degree in related area and/or equivalent experience/training
Salary & Benefits
Salary Range: $22.80 to $30.65 per hour (depends on experience, internal equity etc.)

For information on the comprehensive benefits package offered by the University visit: http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

How to Apply
Please submit your cover letter and resume as a single attachment when applying.

Other Information
This is a full-time career appointment with full UC 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 see: http://www.eeoc.gov/employers/upload/poster_screen_reader_optimized.pdf
For the complete University of California nondiscrimination and affirmative action policy see: http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct