

Job Description

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| Job Title: Associate Director of Admissions and Student Services (4508U) | Job ID: 22497 |
| Department: Berkeley Law | Location: Main Campus-Berkeley |
| Full/Part Time: Full-time | Regular/Temporary: Regular |

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>.

Departmental Overview

The Advanced Degree Programs' Associate Director of Admissions and Student Services provides support to the Master of Laws (LLM) and Doctor of Laws (JSD) programs at Berkeley Law. Responsibilities include, but are not limited to, the administration of the pre-admissions, admissions and post-admissions phases of the programs, which includes ongoing administrative support to current students in consultation with the program manager and the faculty chair of the Advanced Degree Programs. This position oversees data management and, in collaboration with the program manager, is responsible for research and analysis of program policy. The incumbent plays an integral role in the organization and maintenance of a network of relationships between prospective students, current students and program alumni, and also acts as a liaison between current students and various law school administrative offices.

Responsibilities

Serves as liaison between prospective students, current students, advanced programs alumni, staff and faculty with information about resources, programs and services relevant to the Advanced Degree Programs.

- Provides technical support (CalCentral, CalNet, bMail, course enrollment, fees, etc.) to students.
- Maintains student announcement calendar.
- Provides guidance and support to class representatives and student organizations for the administration of student led activities.

Performs recruitment/retention activities, including writing or editing materials, and represents the Law School at admissions events and other forums. Under direction and guidance, implements aspects of events to enhance recruitment and yield.

- Organizes admitted student receptions around the world.
- Oversees and administers all aspects of planning of all student events including orientations, graduations, and all academic and social events.
- Ensures that events are planned within department's budget and liaises with the Business Office and all vendors.
- Represents UC Berkeley at recruiting events domestically and abroad.
- Send admit emails and letters and respond to inquiries from admitted students.
- Sends admit reports to SIS, processes Statements of Intent to Register and deposits

Provides substantive information on admissions requirements, school programs and curricula, financial aid, housing, and career opportunities. Responds to inquiries from prospective and admitted students regarding entrance requirements, application procedures, financial aid availability, housing alternatives, etc.

- Provides application information and program requirements to prospective and admitted applicants through email, in person, and by virtual information sessions.
- Manages program's email inbox from prospective students, assigning emails to student assistants, responding to inquiries with mid-level complexity.
- Provides information to admitted students through email, in person, and by virtual information sessions, including housing and visa information.

Exercises professional judgment in reviewing, evaluating, and recommending applicants for admission using established guidelines. Consults with experienced level staff or faculty when reviewing more complex applications.

- Assesses applicants by reviewing international academic records, letters of recommendation, personal statements and personal background and applying complex admissions policies and criteria.
- Researches foreign legal education systems to determine applicant eligibility.
- Daily reporting and monitoring of applications, including duplicating dual applicants
- Using professional judgement, processes applications, including data entry.
- Contacts and updates deferred applications
- Ensures that confidentiality of applicant information is protected and interaction with the public is conducted with sensitivity and professionalism.

Oversee student assistants

- Ensures that all contact with the public by student assistants is conducted with sensitivity and professionalism
- Training and supervision of student assistants

Data Administration

- Performs manual data entry and oversees manual data entry performed by administrative assistants.
- Data processing; requiring knowledge of ACES2, Salesforce, Word, Excel, etc.
- Trains and leads administrative assistants with data entry, procedures, and coding, and simple problem resolution.
- Basic database administration
- Ad hoc reporting and statistics needs, including adjusting report logic

Required Qualifications

- Direct admissions and advising experience at an institution of higher learning required; professional school experience preferred.
- Excellent interpersonal skills and experience in working effectively with diverse students, and on-campus and off-campus professionals in a higher education setting.
- Ability to maintain cooperative relationships with schools, universities, community organizations and other institutions.
- Working knowledge of admissions requirements for campus/school/college.
- Excellent ability to communicate effectively orally and in writing.
- Knowledge of Family Educational Rights and Privacy Act (FERPA) as it relates to student records, and demonstrated experience in the careful and discreet management of confidential information.

- Excellent organizational skills.
- Computer skills including advanced knowledge of MS Word, Excel, Adobe Acrobat, ACES2, and Salesforce.

Preferred Qualifications

- Foreign language skills.
- Familiarity with general law school and LL.M. admissions criteria.

Education/Training

- Bachelors degree in related area and/or equivalent experience/training.

Salary & Benefits

The annual salary range for this position is \$44,200 to \$58,000.

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.

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>