

Assistant Dean, Admissions and Financial Aid (0303U),
Berkeley Law - 78364
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259054>

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Posted Jul. 10, 2025, set to expire Oct. 30, 2025

Job Title	Assistant Dean, Admissions and Financial Aid (0303U), Berkeley Law - 78364
Department	Berkeley Law
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 10, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Dean
Academic Field(s)	Law - General
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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 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.

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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

UC Berkeley School of Law (Berkeley Law) 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.

At Berkeley Law, we are committed to excellence in education and scholarship, as well as equality of opportunity. We believe we have a responsibility to use our substantial intellectual capital to help solve real-world problems and to create a more just society through clinics, research, and policy engagement. We believe that a Berkeley Law degree is a tool for change, both locally and globally, and that we should be educating the leaders of tomorrow. We maintain an environment that nurtures academic and personal growth, respects a diversity of ideas, and stimulates independent thought and critical reasoning.

Position Summary

The Assistant Dean, Admissions and Financial Aid is responsible for the selection and enrollment of new students at Berkeley Law, across multiple programs (J.D., LL.M., JSD). They are a member of the senior administrative team and a leader at the law school, charged with responsibility to maintain and adhere to law school, campus, and UCOP policy and applicable laws, and to achieving the vision of the dean. The Assistant Dean of Admissions and Financial Aid manages a large professional staff, overseeing all aspects of the operations, balancing priorities, and ultimately is responsible for ensuring the success of the department. They work with the dean, senior leaders, current students, campus and community partners, alumni, and others, and they use data, technology, strategic planning, enrollment management tools, financial acumen, excellent communication skills, and knowledge of the Berkeley

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Law mission and programs to build the Berkeley Law class each year.

Application Review Date

The First Review Date for this job is: 05/29/2025.

Responsibilities

- Management:
- Provides direction to subordinate managers and / or supervisors in order to accomplish overall goals for the department. This includes four main department branches: J.D. admissions, LL.M. admissions, JSD admissions, and financial aid (for all law school students).
- Oversight and guidance is also provided to the admissions operations for the Visiting Scholars Program (VSP).
- Provides leadership and strategic direction.
- Responsible for the employment and selection, training, development, performance management and evaluation, counseling, and discipline of assigned staff.
- Monitors employee performance, provides direction, coaching and assistance as needed.

Admissions and Enrollment Management:

- Reviews all admissions recommendations and holds ultimate responsibility for admitting and enrolling new students to Berkeley Law J.D., (regular decision and transfer), LL.M., and JSD programs; Berkeley Law typically receives 6000+ J.D. applications and several thousand LL.M. applications.
- Develops, interprets, and administers complex admissions and financial aid policies and programs in a high-volume, high-stakes environment with tight timelines and clear objectives.
- Determines and clarifies the criteria for admissions and makes changes to the application form and other tools or instructions in order to gather the information necessary to render a decision.
- Reviews appeals and other actions on a case-by-case basis where applicable, exercising exceptional professional judgment and demonstrating the appropriate transparency and consistency.

Budget Management:

- Responsible for developing and implementing large, complex budgets for departmental operations (non-compensation) and for compensation for represented and non-represented staff.
- Also develops and deploys an eight-figure financial aid budget that includes multiple programs

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such as the Military Promise Program, NAOP+, Public Interest Scholars, Reconsideration, LLM recruitment, binding early decision programs, etc. (This requires excellent skills modeling and forecasting, building enrollment and yield projections in order to deploy resources strategically while ensuring the budget is not exceeded.) Makes decisions on performance, salary actions, hiring decisions and other human resources related issues of managed staff.

Program Development and Strategic Planning:

- Oversees numerous functional areas within the team such as communications, student financial aid, events, etc.
- Evaluates success of programs and the department overall, and develops solutions such as by proposing new initiatives, consulting with partners, designing or redesigning programs, etc.
- Plans departmental activities and investments well in advance, identifying and advocating for the resources necessary to accomplish goals.

Compliance and Reporting:

- Holds responsibility for ensuring compliance with applicable laws and policies related to admissions and financial aid.
- Coordinates with the dean and others, including campus counsel, as needed.
- Oversees and directs reporting functions as needed to meet the requirements of accrediting bodies and the university/system or strategic objectives of the law school.
- Reviews web, print, and other materials.
- Responds to inquiries from a variety of sources, including press and PRA requests.

Communication and Messaging:

- Communicates effectively with a variety of groups in a variety of modalities, representing the school clearly, accurately, and professionally.
- Develops and delivers key messages, ensures the website, electronic and print materials, etc. are aligned with the overall messages of the school and impart a clear sense of the unique aspects of studying at Berkeley Law.
- Delivers high-stakes remarks and written products.
- Partners with others and represents the enrollment and admissions perspective in school wide decision-making.

Systems Management:

- Responsible for leading implementation of and enhancing systems that support the program(s).

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- Works with IST and others to address needs such as storage of secure student data, and the selection, support, and maintenance of tools and systems such as UNITE, Salesforce, etc.
- Possesses excellent technical skills and proficiencies, necessary to accomplish goals, assess effectiveness, develop programs, etc.
- Uses advanced analytical tools and skills to do predictive modeling for enrollment and financial aid and to communicate outcomes.

Leadership:

- Serves on the senior administrative/leadership team and works collaboratively with other senior leaders in areas such as Student Services, Career Services, Finance and Business, and members of the faculty.
- Represents the law school independently in a variety of contexts, exercises excellent political judgment, and manages difficult situations involving nuanced policy interpretation.

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, outreach, recruitment, financial aid and admission.
- Significant knowledge of and/or can quickly learn Berkeley Law, UC Berkeley, legal education, financial aid programs and practices in a professional school setting, and law school admissions in J.D., LL.M. and JSD programs.
- Advanced knowledge of admissions policies, applicable laws, reporting requirements, accreditation requirements, and other compliance-related policies in the professional school admissions and financial aid spheres.
- Significant knowledge of the features of legal education at an ABA-accredited law school and the competitive landscape in which Berkeley Law operates with other leading law schools.
- Advanced knowledge of fiscal management policies and practices and/or ability to quickly learn and understand University personnel management policies and practices.
- Broad knowledge of financial analysis, human resources and organizational behavior, and short- and long-range planning and project management strategies to support the delivery of key outcomes or drive decision-making using data from a variety of sources.
- Knowledge of organizational development strategies and practice, staff supervision, performance management, etc.
- Demonstrated personnel management and conflict resolution skills to effectively lead and motivate others.

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- Significant knowledge of evaluation methodologies, data analysis procedures, and systems necessary for working with technical staff to develop effective data management and evaluation systems.
- Skills in organization to effectively manage multiple important priorities.
- Proven ability to organize and drive department work functions in an efficient and effective manner, including in an environment with limited resources.
- Excellent communication skills in areas such as analytical and persuasive writing, public speaking, marketing and technical communication, customer relationship management platforms, etc.
- Must be able to travel as much as 30% time to outreach and recruitment events. Travel somewhat seasonal, local (requiring valid driver's license), national, and international (requiring valid passport).
- Working knowledge of and/or can quickly learn University policies, processes, and procedures and of Federal and California laws pertaining to the privacy rights of students and access to student information, including Family Educational Rights and Privacy Act (FERPA).
- Demonstrated ability to work effectively and collaborate with individuals and groups from a wide range of backgrounds, experiences, and perspectives.
- Demonstrated commitment to fostering an inclusive and supportive environment that promotes collaboration and mutual respect among all members of the UC Berkeley community and its stakeholders.
- Must demonstrate strong interpersonal skills, including the ability to engage with and understand individuals from varied academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds.

Education/Training

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

Preferred Qualifications

- Familiarity with a wide range of technical solutions and tools, including some that are unique to law school admissions, such as: UNITE, Salesforce, Tableau, Excel, Google Suite, etc.
- Familiarity with international student recruitment, and with LLM programs in different configurations (traditional academic year, hybrid, executive track, etc.) and JSD programs.
- Juris Doctor (J.D.) or LL.M. Degree and/or equivalent experience/training.

Salary & Benefits

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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 annual salary range that the University reasonably expects to pay for this position is \$175,000.00 - \$205,000.00. The full range for this classification is \$109,200.00 - \$207,800.00.

- This is a full-time, Career position that is eligible for full UC benefits.
- This is an exempt, monthly-paid position.

How to Apply

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

Driving Required

- Required to hold valid driver's license, have a driving record that is in accordance with local policies/procedures, and/or enroll in the California Employer Pull Notice Program.

Other Information

- This is not a visa opportunity.
- This position is eligible for up to 20% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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

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employment contingent upon successful completion of the background check.

SB 791 and AB 810 Misconduct Disclosure Requirement: 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

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Contact Information

Please reference Academickeys in your cover letter when
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Contact

N/A

University of California, Berkeley

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