

Department: Admissions and Outreach
Position Code: SAO8512A-Admissions Targeted Recruitment
Closing Date: 11/15/2018
Salary: \$50,000 - \$55,000

Background check: Background check may be required

Description: Applying skills as a seasoned, experienced recruitment and/or admissions professional, identifies potential students, provides information, and ensures good relationships with the public and institutions and organizations involved in outreach/recruitment AND/OR independently reviews applications for admission, using professional judgment in determining whether applicant meets the requirements for admission, making exceptions to admissions requirements, and taking into account a variety of requirements. Recommends improvements/modifications to the program.

Key Responsibilities:

Plans and manages visits from educators, professionals, administrators and other assigned student affiliated professionals to the university. Plans visits to schools, Schedules and makes presentations, interviews, and follow-up visits.

Identifies potential students and provides information about higher education generally and UC specifically. Specializes in targeted recruitment including but not limited to high achievers, majors, regions, unrepresented populations and other groups identified by the director.

Evaluates transcripts and international records for eligibility. Screens applicants for school/college/department faculty. Using extensive knowledge of college/school/department requirements and applicant pool, assesses the applicants' overall record and experience for final admissions determination and recommendation.

Assesses applicants for motivation, initiative, leadership potential, work/life experience, extracurricular activities, socioeconomic status, disability, and educational/personal hardship.

Provides in-depth information on admissions requirements, prerequisite courses, school/college programs and curricula, specific financial aid criteria, and career opportunities in person, online and via webinars.

Qualifications: • Bachelor's degree in related area and/or equivalent experience/training required.

- Thorough knowledge and experience working with a diverse student population required.

- Ability to interpret policies and procedures to prospective students and the public required.
- Thorough and comprehensive knowledge of academic programs, including curricula, admissions requirements, and financial aid programs, at colleges/universities and specifically at UC, and/or specific colleges and schools required.
- Ability to establish and maintain cooperative relationships with schools, universities, community organizations, and other institutions required.
- Ability to develop recruitment programs, and design effective materials required.

To Apply: Please complete a UC Merced [application](#) and email along with resume and cover letter to ucmcareers@ucmerced.edu. Please indicate in the subject line of your email the Position Title and Position Number you are applying for. For questions regarding how to apply please email ucmcareers@ucmerced.edu or call 209-228-8247

If you do not have internet access you may mail your application, resume, and cover letter to: University of California, Merced, 5200 North Lake Rd., Merced CA 95343. Please list the job number on the subject line and email to UCMcareers@ucmerced.edu

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, national origin, disability, age or protected veteran status.

For the complete University of California nondiscrimination and affirmative action policy see: <http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>.

As of January 1, 2014 the University of California, Merced will be a smoke and tobacco free workplace. Information and the Smoke and Tobacco Free policy is available at <http://smokefree.ucmerced.edu>

E-Verify: Effective September 8, 2009, all employers who receive Federal contracts and grants are required to comply with E-Verify, an Internet-based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA). E-Verify electronically verifies employment eligibility by comparing information provided on the I-9 form to records in the DHS and SSA databases. Certain positions funded by federal contracts/subcontracts requires UC Merced to notify job applicants that an E-Verify check will be conducted and the successful candidate must pass the E-Verify check.

[More Information](#)

For information on the comprehensive benefits package offered by the University of California visit:

<http://ucnet.universityofcalifornia.edu/compensation-and-benefits/>