

**Department:** Graduate Division

**Position Title**

**& Code:** Graduate Division Admissions Specialist - SGD0006

**Closing Date:** Open Until Filled

**Salary:** \$18.68 - \$21.55 hourly

**Background**

**check:** Background check is required

**Description:** Under the general supervision of the Director of Graduate Admissions and Academic Services, the Graduate Admissions Specialist serves as a key member of the Admissions and Academic Services unit. The Graduate Admissions Specialist interacts with students, staff, and faculty from diverse backgrounds and provides support for all admissions and enrollment functions.

ESSENTIAL DUTIES OF THE JOB:

- Reviewing graduate admission applications and supporting documents.
- Entering, tracking, collecting and maintaining data in the student information system (BANNER) and Graduate Division Application System.
- Distributing information regarding graduate admission requirements and deadlines to graduate students, staff, faculty, and graduate program offices.
- Assist in processing forms and updating website information regarding graduate admissions and academic services.

**Qualifications:** • Bachelor's degree in related area and 1 year of directly related experience and/or equivalent experience/training.

- Knowledge and experience working with a diverse student population.
- Experience in processing complex calculations, such as GPA conversions.
- Ability to communicate effectively orally and in writing.
- Ability to maintain cooperative relationships with schools, universities, community organizations and other institutions.

PREFERRED QUALIFICATIONS:

- Experience with CRM system and Banner student information system or similar systems.
- Working knowledge of graduate admissions requirements.

Please complete a UC Merced [application](#) and email along with resume and cover letter to [ucmcareers@ucmerced.edu](mailto: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](mailto: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](mailto: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/>