

University of San Diego
Outside Reader Job Description 22-23

Job Description

The University of San Diego Office of Undergraduate Admission is looking for seasonal application readers for the 2022-2023 reading cycle. This hourly (non-exempt; non-benefits) position is responsible for evaluating candidates for undergraduate admission.

Responsibilities

Readers will review applications for admission in their entirety. Application components include the main application, letters of recommendation, transcripts, school report, and other documents submitted. All reading and review is web-based and completed on a flexible schedule of 10-15 hours per week throughout the reading season. Readers will be assigned to a report in Salesforce and must complete 40 evaluations between Monday morning and the following Sunday by midnight PST. Readers will complete technical training on navigating the web-based reading software (Salesforce) and on the criteria used in the overall evaluation process.

Attendance at one of these virtual training sessions is mandatory:

- Wednesday, September 28 at 5:00 pm-7:00 pm PST
- Saturday, October 1 at 8:30 am -10:30 am PST

Qualifications

- Bachelor's degree required.
- College admission experience is strongly preferred.
- Understanding of a liberal arts education is preferred.
- Experience handling sensitive and confidential information with discretion.
- Well-developed computer skills and solid writing and analytical abilities.
- Attention to detail and strong organizational and time management skills. We are looking for candidates who can read carefully and quickly.
- An understanding of the values of equity and inclusion and sensitivity to the experiences of underrepresented students.
- Must have a computer and access to a reliable, high-speed internet connection in a private, secure location.
- Readers must be eligible to work within the United States and have a US based banking account.

Compensation

Readers are paid every two weeks by the hour at a rate of \$19/hour.

Apply

Applications will be accepted through Wednesday, August 31. Anyone interested must apply [here](#).

Timeline

Training

Sept 28 or Oct 1	Training Sessions (<i>virtual Zoom session - select 1 date</i>)
Oct 1 - 31	GPA calibration and standardization (<i>completed independently on your own time, approximately 5 hours of work</i>)

Reading

November 7	Week 1 (15 applications)
November 14	Week 2 (30 applications)
November 28	Week 3 (40 applications)
December 5	Week 4 (40 applications)
December 12	Week 5 (40 applications)
December 23 - January 1 Christmas Break*	
January 2	Week 6 (40 applications)
January 9	Week 7 (40 applications)
January 16	Week 8 (40 applications)
January 23	Week 9 (40 applications)
January 30	Week 10 (40 applications)
February 6	Week 11 (40 applications)
February 13	Week 12 (40 applications)

February 19	Regular Decision Application reading completed
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****While reading over the Christmas break is not required, it is greatly appreciated.***
