

MAE BROWN

Assistant Vice Chancellor, Admissions and Registrar

I started my career in the Office of Undergraduate Admissions and the Registrar as a Senior Clerk Typist in July, 1972. As a new arrival from Arkansas, it was important for me to find a position which allowed me to follow my passion, and that was to work with people. I began at the front desk, meeting and greeting visitors as they sought admission information. I was trained by a very supportive supervisor in the unit to conduct international evaluations. This entry level position has since been eliminated, but it gave me an opportunity to grow. I requested, and was given additional responsibility and was promoted three times. While working full time in Admissions, I decided to return to school and successfully completed a Master of Science degree in Counseling and Guidance.

I have spent my entire professional career at UC San Diego where I served as an academic counselor at Earl Warren College, director of academic advising at Thurgood Marshall College, and director of undergraduate admissions and relations with schools. Since 2003, I have served as the assistant vice chancellor for admissions and enrollment services. I oversee the Office of Undergraduate Admissions and Relations with Schools, the Financial Aid Office, the Office of the Registrar, CAL-SOAP, the AES Business Office, Creative and Analytical Services, and Student Affairs Technology Services. This cluster employs more than 130 staff and over 100 students.

I have been extremely fortunate in that I have had excellent mentors and internship opportunities during my career. I participated in a one year Management Fellowship program from 1986-1987 where I interned with the Vice Chancellor of Student Affairs, Joseph Watson. Participation in this fellowship program was a turning point for me. I am committed to life-long learning and decided to pursue doctoral studies in educational leadership. I was able to apply theory to practical educational problems. I also participated in MSAP, attended the Middle Management Advance programs, volunteered to serve on panels and act as a facilitator. All of these opportunities enabled me to continuously sharpen skills and grow as a professional.

A number of individuals have served as formal and informal mentors and all of them provided sage advice and counsel. I owe an incredible debt of gratitude for the roles they played in helping me to advance professionally. Therefore, my commitment is to give back, and I continue to serve as a mentor to students and young professionals both on and off campus.

My advice is to “grow where you are planted, but continue to advance.”