

Records Analyst (4712U) Job 70694 - Pacific Earthquake
Engineering Research Center (PEER)
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238578>

Downloaded On: Jul. 5, 2024 8:19pm

Posted Jul. 5, 2024, set to expire Oct. 31, 2024

Job Title	Records Analyst (4712U) Job 70694 - Pacific Earthquake Engineering Research Center (PEER)
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 5, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory Research/Technical/Laboratory
Apply Online Here	https://apptrkr.com/5377792

Apply By Email

Job Description

Image not found or type unknown



Records Analyst (4712U) Job 70694 - Pacific Earthquake Engineering Research Center (PEER)

About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

Records Analyst (4712U) Job 70694 - Pacific Earthquake
Engineering Research Center (PEER)
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238578>

Downloaded On: Jul. 5, 2024 8:19pm

Posted Jul. 5, 2024, set to expire Oct. 31, 2024

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and [our Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and 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 staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

Pacific Earthquake Engineering Research Center (PEER) is a multi-disciplinary, multi-institutional research and education center headquartered at UC Berkeley. Participants come from over 20 universities, government agencies and professional engineering companies. The PEER investigators conduct research in earthquake engineering related fields including structural and geotechnical engineering, geology/seismology, geo-hazard assessment, lifeline networks, transportation systems, risk management, and public policy. PEER's mission is to develop and disseminate technologies to support the wider application of performance-based earthquake engineering.

The Records Analyst is responsible for the management of research, data, systems of knowledge (digital resources) of an academic or non-academic organization(s), and managing or performing administrative, analytical and technical support for digital resources of projects. General management includes long and short-range strategic planning or storage & retrieval of digital media and coordinating

Records Analyst (4712U) Job 70694 - Pacific Earthquake
Engineering Research Center (PEER)
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238578>

Downloaded On: Jul. 5, 2024 8:19pm

Posted Jul. 5, 2024, set to expire Oct. 31, 2024

these resources of multi-disciplinary departments through other staff of PEER. In addition, performs some administrative support during PEER events that may also include IT, facilities, invoicing / purchasing. The incumbent ensures organizational effectiveness by providing leadership for the center's programmatic functions. This individual contributes and leads efforts in the development and implementation of center's organizational strategies, policies and practices.

75% Full-Time - Career Appointment

Application Review Date

The First Review Date for this job is: 7/18/24 - Open Until Filled

Responsibilities

35% Manages, plans and administers a full range of operations related to digital resources in a large, multi-institutional organized research unit, where operations are complex because of the range of research, number of faculty, staff and students. Overseeing the budget and schedule of PEER Research Report series, managing the digital image and research collection, assigning digital object identifiers (DOI) and knowledge of copyright law. Establishes and maintains contacts internally and with external constituents for the collection and exchange of research & data.

30% Engage in research activities such as literature reviews, data collection and proactively lead the development and maintenance of systems of knowledge and information management for the PEER Center. Provide research and editorial assistance for the production of reports, website content, presentations and other work. As part of the PEER team, maintain and update the PEER related web pages. Analyze website usability and make suggestions for improvements.

20% Provide critical administrative and logistical support to the Director and Associate Director for activities related to PEER-supported research projects, lab research and service to industry testing, and/or educational activities including coordinating implementation of center's goals with a variety of internal and external stakeholders. Planning, logistic, and administrative support and implementation of center events such as workshops, conferences, and staff events with other Center staff.

15% Represents the department on business affairs to the institution community, coordinates the schedule of Institutional Board (IB) and other committee meetings and digitizes the meetings. Performs some administrative support during PEER events that may also include IT, facilities, invoicing / purchasing.

Records Analyst (4712U) Job 70694 - Pacific Earthquake
Engineering Research Center (PEER)
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238578>

Downloaded On: Jul. 5, 2024 8:19pm

Posted Jul. 5, 2024, set to expire Oct. 31, 2024

Required Qualifications

75% Full-Time - Career Appointment

- Considerable knowledge of current archival and records management principles and practices; considerable knowledge of working with databases; Significant experience with automated storage and retrieval systems, electronic records and database usage.
- Three or more years of digitization experience in a digitization production environment in a library, archive, museum, or other similar organization.
- Experience and technical competency with software and web tools used for graphic design, image editing, and basic website management.
- Experience with managing digital collections and the creation and management of
- Ability to create project documentation that includes policies, workflows, quality control
- Ability to create clear, professional, and engaging presentations, explanatory graphics, and
- Ability to use a high level of discretion and maintain all confidentiality.
- Excellent creative, written, verbal, interpersonal, active listening skills.
- Bachelor's degree in related area and / or equivalent experience / training.

Preferred Qualifications

- Advanced skills in short- and long-term strategic planning, analysis and problem-solving and customer service.
- Advanced knowledge of a variety of administrative operations activities such as events planning, basic fundraising processes, risk management planning, and contracts and grants regulations and guidelines.

Salary & Benefits

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



Records Analyst (4712U) Job 70694 - Pacific Earthquake
Engineering Research Center (PEER)
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238578>

Downloaded On: Jul. 5, 2024 8:19pm

Posted Jul. 5, 2024, set to expire Oct. 31, 2024

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 salary or hourly range that the University reasonably expects to pay for this position is \$88,900 - \$126,400 (75% FTE).

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 employment contingent upon successful completion of the background check.

Equal Employment Opportunity

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, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).



Records Analyst (4712U) Job 70694 - Pacific Earthquake
Engineering Research Center (PEER)
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238578>

Downloaded On: Jul. 5, 2024 8:19pm

Posted Jul. 5, 2024, set to expire Oct. 31, 2024

To apply, visit

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

,