

Executive Analyst (7384U) 69770
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238839>

Downloaded On: Aug. 10, 2024 1:19pm

Posted Jul. 31, 2024, set to expire Nov. 4, 2024

Job Title	Executive Analyst (7384U) 69770
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 31, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Counseling Services Administrative Support/Services Administrative Support/Services Educational Services Educational Services Counseling Services
Apply Online Here	https://apptrkr.com/5385676

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Job Description

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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

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safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

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

Berkeley Social Welfare is one of the nation's leading social work graduate programs. As part of the world's top ranked public university, the School of Social Welfare is producing new knowledge for the common good and training the next generation of social work thought leaders dedicated to serving society's most vulnerable members. Known for combining rigorous scholarship with outstanding education, the School of Social Welfare offers MSW and PhD programs as well as an undergraduate major. Since 1944, the School has prepared nearly 12,000 social work professionals for leadership positions in the public and nonprofit human service sectors. Berkeley Social Welfare graduates are dedicated to meeting the growing needs of marginalized, underserved and other vulnerable populations.

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The Executive Analyst is the key staff member who supports the Dean of the School of Social Welfare including communicating on behalf of the Dean, maintaining the Dean's intricate calendar, making travel and meeting arrangements, functioning as the gatekeeper, and providing general administrative support to the Dean, Associate Dean(s) and Assistant Dean(s) with details and deliverables for a variety of work, including projects and tasks of a highly confidential and critical nature.

Application Review Date

The First Review Date for this job is: June 13, 2024

Responsibilities

Communication / Documentation

- Researches, monitors and analyzes regulations, legislation, research literature (particularly related to social work education and workforce policy regionally and nationally) and UC policies for impact on the organization or initiative(s).
- Drafts responses to inquiries from faculty, staff, students and the public on behalf of the executive and their leadership team regarding campus operations, policies and procedures.
- Prepares responses and escalates urgent divisional requests on behalf of the executive and their leadership team. Researches, compiles and summarizes issues, policies and topics; provides background information, and briefing materials for the executive and their leadership team.
- Prepares, manages, updates, and organizes documents that are central to: on-boarding new faculty and staff; conducting scheduled School, University, and external reviews; reporting School policies; and, maintaining a history of administrative practices and processes within the School.
- Reviews, edits, proofreads, and formats reports and communications with a strong attention to detail.

Executive Support

- With discretion and diplomacy, communicates on behalf of the Dean, maintains the Dean's intricate calendar, making travel and meeting arrangements, submitting reimbursement requests, and provides general administrative support to the Dean, Associate Dean(s), and Assistant Dean(s).
- Functions as the gatekeeper (of the physical office, calendar, and virtual inbox), understanding the requirements of the executive and their leadership team, in order to prioritize and organize issues according to urgency and to allocate time for scheduled events, travel and meetings.
- Serves as backup to Dean's Suite front desk staffing.

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Project Management

- Coordinates and staffs many committee meetings. Creates agendas, distributes briefing materials, prepares minutes of all committee meetings, notes action items. Serves as primary point of contact with committee members.
- Participates in planning, organizing, implementing and staffing larger or more complex events with attention to detail and budget. This includes being assigned responsibility for a specific event segment such as parking/transportation, catering, etc.; responsible for communicating events schedule and individual events to appropriate audiences.
- Develops timelines, and deliverables in collaboration with the project teams and subcommittees and their established scopes of work.
- Supports management of project plans and adjusts as needed throughout the life of the project, including implementation.
- Supports project teams to research, discuss, and build proposals and recommendations that align with the project goals for sponsor consideration. Provides technical guidance and quality assessment.
- Coordinates efforts with a variety of external and internal contacts; researches organizational structures, policies and procedures and summarizes best practices in field.
- Supports project management, communication, prioritization, and implementation with internal, cross-organizational and/or interdisciplinary departments or external entities as needed.
- Integrates subcommittee products into final deliverables.

Research and Data Collection and Analysis

- Provides analyses for financial, academic, cultural, data, systems and resource projects working directly with all levels of employees.
- Performs ad hoc, analytical studies on a wide variety of policies, programs and issues.
- Researches and summarizes best practices in the field.
- Researches and analyzes processes and procedures, summarizes findings, policies and organizational structures in order to develop and / or implement changes.
- Establishes and maintains contacts internally and with external constituents for the collection and exchange of data.

Fundraising Support

- Coordinates with Executive Director of Development on personalized acknowledgments for

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- special and major donors to the School.
- Produces timely gift acknowledgement letters/emails/post cards.
 - Supports Executive Director of Development with endowed chair reporting and donor stewardship reporting.
 - Provide potential donors with logistical/practical information about making a donation, including areas of giving for the School of Social Welfare; online and mailing options; appropriate fund number(s); and standard bequest language.
 - Connect donors with appropriate University Development and Alumni Relations (UDAR) contacts for more complex gifts, including endowments and bequests.
 - Assists in coordinating in-house solicitation mailings and mailings for events and other promotional materials.
 - Supports data entry and reporting from donor-related databases.

Visiting Scholars

- Prepares invitations for Visiting Scholars, confirms workspace availability with Building Manager regarding potential visits, prepares and updates Visiting Scholar and Postdoc Affairs (VSPA) forms, initiates process with regional HR and supports supplemental documentation requests, refers general questions from visitors to prepared responses from campus.

Other duties as assigned.

Required Qualifications

- Familiarity with and adherence to campus processes, protocols and procedures. Knowledge of federal regulations such as FERPA.
- Advanced knowledge of common campus-specific computer applications and other computer application programs, including Google Workspace, Microsoft Excel and Word and other data analysis software.
- Superior attention to detail and the ability to organize and prioritize work despite frequent interruptions, meet evolving deadlines, handle multiple important projects simultaneously unto completion, and manage time effectively.
- Solid analytical / problem-solving skills. Ability to organize information in a systematic, analytical way; demonstrated management experience with small to mid-level projects.
- Political acumen and sensitivities to the differing perspectives and political circumstances within all levels of the School, the Campus, the Office of the President, and external constituencies.
- Strong service orientation, and the ability to work proactively as part of a team.

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- Advanced interpersonal skills at all levels within the organization and ability to communicate effectively both verbally and in writing; advanced service orientation and critical thinking skills and attention to detail.
- Strong skills in analyses and complex problem-solving.
- Ability and experience multi-tasking in a high-pressure environment, with demanding timeframes and personalities. Strives to remain calm, responsive, flexible and maintain a professional demeanor at all times.
- Ability to use and maintain excellent judgment, a high-level of discretion, and confidentiality.
- Given the high-visibility nature of the role, maintains an extremely organized workspace and professional appearance.
- Bachelor's degree in related area and / or equivalent experience / training.
- Occasional availability on evenings and weekends.

Preferred Qualifications

- Advising and counseling skills.

Salary & Benefits

This is a one-year, full time contract position (extension is possible with continued funding).

This position is eligible for full UC 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 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 that the University reasonably expects to pay for this position is \$75,000-\$95,000, annually.

How to Apply

To apply, please submit your resume and cover letter.



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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](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

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

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