Business Systems Analyst (7584U) Office of Undergraduate Admissions 70765
University of California, Berkeley

Job Title	Business Systems Analyst (7584U) Office of Undergraduate Admissions 70765
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 2, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Admissions/Student Records/Registrar
Apply Online Here	https://apptrkr.com/5480828
Apply By Email	
Job Description	

Business Systems Analyst (7584U) Office of Undergraduate Admissions 70765

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.

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

The Office of Undergraduate Admissions provides a fair opportunity for every applicant to obtain admission to the University, operates in a professional manner that ensures positive staff morale and values hard work and dedication. The team communicates and collaborates effectively, presents a coordinated effort to standardize procedures and document best practices, offer a variety of methods for professional development, and provide first-class customer service in a cost-effective and transparent manner.

Application Review Date

The First Review Date for this job is: August 1, 2024

Responsibilities

This position provides analysis, configuration, testing and implementations for complex admissions projects, policies, and/or processes and functions. The ideal candidate will have strong analytical skills, be able to work independently and as part of a team, and have excellent communication skills.

- Applies technical expertise and business analysis concepts to identify, evaluate and define

complex systems scope and objectives with an understanding of applicable business practices, processes, systems and industry standards to meet end-user needs.

- Uses technical and business analysis skills to understand the needs of end-users and define the scope and objectives of complex systems.
- Conduct analyses of records and admissions data, systems and resource projects and presents to department leadership. Analyses may include applicant data, systems implications and dependencies, resource tradeoffs, and downstream considerations.
- Keeps up-to-date on best practices in the field and related systems, and ensures compliance with current admissions record retention practices.
- Conducts thorough system analysis to determine the need for further enhancements, identifies opportunities for improvement and makes recommendations to leadership.

- Provides technical expertise in identifying, evaluating and developing complex systems and procedures. Creates complex specifications for systems to meet end-user requirements. Involved in developing complex user interface designs. Plans and executes unit integration and acceptance testing. Participates in cross-functional teams to address complex business or systems issues.
  - Identifies and evaluates complex systems and procedures to meet end-user requirements, and develops detailed specifications and user interface designs. Leads unit integration and acceptance testing, and collaborates with cross-functional teams to resolve complex business and systems issues.
  - Leads most system configuration testing and maintenance, including Apply UC End-to-End testing, Application Edits, and other projects as they arise.
  - Develops systems proposals and recommendations to support the organization's strategic direction, and effectively communicates and coordinates with stakeholders on system processes. Provides guidance on best practices in record management, and uses sound judgment in reviewing and approving data/records requests.

- Gathers, analyzes, prepares and summarizes recommendations for approval of business process and procedural documentation. Recommends and implements changes in processes and procedures. Negotiates with stakeholders on the creation of specifications.
  - Provides expert analysis and recommendations for business process and procedural documentation, including proposing and implementing changes as needed. Works closely with stakeholders to develop specifications and maintain high standards of data integrity in applicant records and documents across various systems, including Slate, Campus Solutions, and Perceptive Content. Maintains thorough understanding of student records and data flow between systems to ensure the accuracy and completeness of all information.

- Gathers, analyzes, prepares and summarizes business and user needs, documenting requirements and revising existing system and process logic issues as necessary. Provides

Business Systems Analyst (7584U) Office of
Undergraduate Admissions 70765
University of California, Berkeley

Direct Link: https://www.AcademicKeys.com/r?job=242558
Downloaded On: Aug. 10, 2024 1:19pm
Posted Aug. 2, 2024, set to expire Nov. 28, 2024

support and training on new applications. Guides and advises less-experienced Business Systems Analysts.
  ○ Drafts and maintains documentation, proposals, and reports on various systems configurations and processes. Keeps abreast of industry best practices and continuously seeks opportunities to improve and optimize systems and processes.
- Establishes and maintains contacts internally and with external constituents for the collection and exchange of data, and manages fulfillment of document and records requests, including FERPA, Subpoena, and Public Records Act requests.
- Professional Development and other responsibilities as needed.

Required Qualifications

- Thorough knowledge of business and process analysis functions.
- Thorough knowledge of related areas of IT.
- Strong skills and knowledge of methodologies associated with analysis of processes and problems, information flow and architecture.
- In-depth understanding and skill in process and systems requirement documentation standards, such as Use Case modeling, User Story creations and narrative description.
- Demonstrated ability to work with others from diverse backgrounds.
- Self-motivated and works independently and as part of a team. Able to learn effectively and meet deadlines. Demonstrates problem solving skills.
- Broad knowledge relating to software design.
- Thorough knowledge of business processes and procedures.
- Demonstrated testing and test planning skills.
- Demonstrated effective communication and interpersonal skills. Demonstrated ability to communicate technical information to technical and non-technical personnel at various levels in the organization. Interpersonal and communications skills to work with both technical and non-technical personnel at various levels in the organization.
- Bachelor's degree in related area and / or equivalent experience / training

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 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 range that the University reasonably expects to pay for this position is $92,000 - $109,000

- This is a 100% full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.
- This is a remote-friendly position, eligible for 100% remote capability.

Business Systems Analyst (7584U) Office of
Undergraduate Admissions 70765
University of California, Berkeley

How to Apply

To apply, please submit your resume and cover letter.
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

,