

Institutional Research Analyst (6948U) Division of
Undergraduate Education, 71416
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=242828>

Downloaded On: Aug. 10, 2024 3:23pm

Posted Aug. 7, 2024, set to expire Dec. 4, 2024

Job Title Institutional Research Analyst (6948U) Division of
Undergraduate Education, 71416

Department

Institution University of California, Berkeley
Berkeley, California

Date Posted Aug. 7, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Research/Technical/Laboratory
Institutional Advancement

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

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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 Division of Undergraduate Education offers programs and services that support Berkeley students, faculty, and staff in teaching, learning, and discovery. The Vice Provost for Undergraduate Education (VPUE) collaborates with campus partners to formulate and implement campus strategy around undergraduate education and the student experience. The Data Team in the immediate office of the VPUE provides insights to leadership within the division and across campus by the collection, analysis, visualization, and presentation of data. This new position on the Data Team will support these efforts.

The Division of Undergraduate Education is committed to diversity, equity, inclusion, and belonging. We aim to foster an environment that is safe and open, enabling us to work with our colleagues and Campus to continually learn and grow.

This position reports to the Director of Data and Institutional Research in the Immediate Office and is a

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hybrid, full-time position with flexibility around when in-person work is needed. This is a career role.

Application Review Date

The First Review Date for this job is: 8/19/2024

Responsibilities

The institutional research analyst will sit in the Immediate Office of the Vice Provost for Undergraduate Education (VPUE) and will report to the Undergraduate Education (UE) Director of Data and Institutional Research. The person in this position will collect and analyze data and write reports related to:

- Strategic decision-support for campus leadership
- Campus-wide surveys that inform student-centered policies
- Assessment of units within the Division of Undergraduate Education

The institutional research analyst, under the supervision of the UE Director of Data and Institutional Research, will collect administrative and survey data related to initiatives that the VPUE sponsors or is involved with. They will create or validate visualizations and reports on these topics. The Student Pulse Survey is a campus-wide project that involves all undergraduate and graduate students. The institutional research analyst will program surveys and visualize survey results. They will support annual assessment of units within the division by collecting, analyzing, and writing up data.

Key Responsibilities:

- 25% - Researches, gathers, analyzes and summarizes information for complex data research projects. Synthesizes issues and presents them in a creative and non-technical manner.
- 25% - Assists with the administration of surveys, including the Student Pulse Survey. This includes drafting survey content, programming the survey, and tracking tasks related to each survey. Creates overview and topical dashboards based on survey data merged with administrative data to address timely issues.
- 20% - Gathers, analyzes and summarizes data for assessment of units within the division.
- 15% - Documents process and methodology on all projects and deliverables. Validates data and other content of work products prior to presentation or dissemination.
- 10% - Solicits and incorporates critical feedback on deliverables. Provides such feedback to other staff and to student workers in a cooperative manner.

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- 5% - Professional development and other responsibilities as needed.

Required Qualifications

- Requires a learner mindset.
- High-level expertise in data cleaning, data preparation, and statistical analysis using a scripting language.
- Experience using Tableau or other programs for data visualization.
- Thorough active listening, critical thinking, good interpersonal skills and ability to multi-task.
- Ability to present information in a clear, concise manner, both verbally and in writing.
- Ability to provide good judgment, decision-making, and problem-solving.
- Requires keen attention to detail and numerical accuracy.
- Experience using Tableau or other programs for data visualization.
- Requires general knowledge in data collection and analysis techniques; statistics or social science research techniques; knowledge of common organization-specific computer application programs; knowledge of organizational principles and procedures involved in handling sensitive data (for example, Family Educational Rights and Privacy Act, or FERPA).

Education:

- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Experience using a relational database or Oracle Business Intelligence Enterprise Edition (OBIEE); Cal Answers/OBIEE training provided.
- Experience using Python, specifically pandas and matplotlib.
- Interest in working in higher education.

Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for full UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the

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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 or hourly range that the University reasonably expects to pay for this position is **\$100,000.00 to \$120,000.00.**

How to Apply

To apply, please submit your resume and cover letter.

Other Information

This is a hybrid position, with up to 40% remote work eligibility.

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.

For the complete University of California nondiscrimination and affirmative action policy, please see the

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University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) 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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