Job Title	Faculty Support Analyst (7397U) 71796
Department	
Institution	University of California, Berkeley
	Berkeley, California
Date Posted	Aug. 19, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Human Resources
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Job Description	

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Faculty Support Analyst (7397U) 71796

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

- In collaboration with the Chief of Staff and BSE Cluster Faculty, gathers and analyzes data to interpret faculty support needs in the department. Collects and prepares information for use in discussions, meetings of internal and external constituents.
- Acts as a liaison between faculty members and Dean's Office staff including StudentServices, Business Service Office, HR, and Research Development.
- Analyzes operational needs of Faculty, Develops filing systems, internal processes and procedures; prepares correspondence; takes meeting notes and disseminates information for BSE Cluster Faculty; uses campus systems to support the unit including Bcal, Bmail, Google Drive, Smartsheet, and PROMapp.
- Assists BSE faculty with structuring administrative support for new grants, defines support staff roles, assists with hiring and training new grant staff where needed. Liaises between the deans office and PI's to operationalize new grants.
- Conducts the department project to establish program policy by gathering and analyzing data for the first year, writes briefings, prepares case studies, and surveys to make policy recommendations in service of BSE PhD clusters.
- Makes a recommendation to expand, or reduce the role including guidelines for supporting faculty programs and initiatives. May create process management documents, procedures, and

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University of California, Berkeley

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develop resources for the continued development of PhD cluster programs.
- Coordinates program planning and collaboration with faculty and program staff. Provides recommendations and refers faculty members to subject matter experts in the BSE Dean's Office.
- Professional Development

Application Review Date

The First Review Date for this job is: August 30, 2024
Required Qualifications

- Working knowledge of common organization- or research-specific and other computer application programs.
- Proficient in communication and interpersonal skills to communicate effectively, both verbally and in writing.
- Proficient in ability to use discretion and maintain all confidentiality.
- Demonstrates ability to use sound judgment in responding to issues and concerns.
- Demonstrates ability to analyze, research and synthesize large amounts of data with strong attention to detail.
- Proficient in ability to multi-task with demanding timeframes.
- Working knowledge of applicable policy analysis techniques.
- Bachelor's degree in related area and / or equivalent experience / training

Salary & Benefits

This is a full time, 6-month contract position. Extension is possible with continued funding.

This position is eligible for mid-level benefits. For information on the 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 hourly range that the University reasonably expects to pay for this position is $29.31 - $42.36.

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

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University of California, Berkeley

N/A

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