

Project Analyst (7397U), Center for Educational
Partnerships, Puente Project - 72037
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=243931>

Downloaded On: Aug. 31, 2024 10:16pm

Posted Aug. 28, 2024, set to expire Dec. 25, 2024

Job Title	Project Analyst (7397U), Center for Educational Partnerships, Puente Project - 72037
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 28, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory
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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.

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

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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

Housed within the Division of Student Affairs, the Center for Educational Partnerships (CEP) is the primary unit on the UC Berkeley campus charged with developing and implementing programs and strategies to improve academic preparation, expand educational opportunities, and ensure access to higher education for low-income and educationally disadvantaged students. Working in partnership with secondary schools, colleges and communities, CEP's college preparation and access programs support students who face significant barriers to college by helping them to improve their academic success and to explore opportunities to attend post-secondary institutions.

The Puente Project is a statewide academic, counseling, and mentoring program that supports students in building the skills necessary for success in both academic and career goals while in high school and community college. Students enrolled in the Puente program work closely with their Counselor, Instructors, and Mentors to prepare for transfer to four-year colleges and universities. Puente provides professional development training to district and school administrators, faculty, counselors and school mentors in order for their students to obtain full support and guidance in

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applying for and being academically prepared to enter four-year universities.

Application Review Date

The First Review Date for this job is: September 9, 2024

Responsibilities

PROJECT RESEARCH, ANALYSIS AND IMPLEMENTATION

- Assists in policy and program planning, development and administration; interprets, monitors and analyzes information regarding policies and procedures and provides consultative services regarding general management to department administrators.
- Provides research, planning and logistical support in the implementation of Puente events, including but not limited to: stakeholder meetings, program anniversaries, employee morale building activities, annual or staff retreats; includes development of timelines, work plans, and coordinating inputs from relevant parties.
- Researches, plans, and implements a variety of projects, events and activities, including: meetings and conferences and other professional learning opportunities for staff.
- Researches and analyzes processes, procedures, policies, and organizational structures in order to develop and/or implement changes.
- Provides a variety of analytical duties in support of a function, program and/or organizational unit.
- Assists in coordinating and analyzing event budgets and ensures the pre-approval process is applied to all conferences, activities and events.
- Participates in conferences, workshops, conventions, and meetings with program stakeholders.
- Provides reports, calendar of activities, special events, and full range of information vital to keeping stakeholders informed about the programs.

STRATEGIC PARTNERSHIPS & AGREEMENTS

- Processes and tracks cooperative agreements and contracts with community college and k-12 districts; attends to issues that arise and makes recommendations to leadership;
- Provides stewardship and communicates effectively regarding the status of cooperative agreements, ensuring timely implementation and execution in order for teams to perform scopes of work at the secondary school sites and community college statewide;
- Works with the AD of Administration, BCBP and Risk Management to negotiate business

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- agreements/contracts with school and college districts as well as community partners;
- Modifies and tracks fee-for-service agreements in regards to the Professional Development initiative and supports its expansion;
- Provides recommendations for tracking and managing the fiscal aspects associated with maintaining partnerships and initiatives; issues and or collects partner payments.
- Monitors and provides status reports on ongoing projects and secondary school and community college outreach efforts to the Director and senior managers.
- Collaborates with partners to coordinate the development, implementation and monitoring of new programs and processes.

PROGRAM OPERATIONAL SUPPORT

- Works in concert with Program Assistants to perform event planning activities hosted by the unit, which include employee morale building activities, professional development/training, annual or staff meeting/retreat, and yield events.
- Manages the logistics, budget, and registration process for various conferences and events sponsored by campus partners and University of California.
- Ensures that the department and staff adhere to campus accounting guidelines and policies related to purchasing, contracting outside vendors, and travel-entertainment reimbursements.
- Makes purchases utilizing the campus' purchasing system (BearBuy) and credit cards (Blu/Event Planner) and reconciles credit cards statements with purchase invoices/receipts (BFS).
- Develops purchase orders (contracts) with vendors for rendered services utilizing BearBuy, administering payments and auditing/resolving unpaid invoices.
- Manages vendor relationships regarding payment set up. Collaborates with accounting and Campus Shared Services to resolve any purchasing, purchase order/contract or travel reimbursement issues.
- Prepares responses to information requests on a variety of operational issues, gathering and providing information or directing the information inquiries to the appropriate manager or staff member.
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SPECIAL PROJECTS

- At the direction of the AD of Administration completes a variety of special projects and

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assignments.

Required Qualifications

- Working knowledge of or ability to quickly learn common campus-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.
- Ability to work independently, set and meet deadlines, take initiative to define and execute tasks.
- Working knowledge of applicable policy analysis techniques.

Education/Training:

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

Preferred Qualifications

- Broad and thorough knowledge of and/or ability to quickly learn UCB financial policies, protocols and procedures.

Salary & Benefits

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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 or hourly range that the University reasonably expects to pay for this position is \$29.31 - \$39.85. This is a non-exempt, bi-weekly paid position.
- This is a full-time, Career position.
- This position is on-site at the 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.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.



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Other Information

This position is not eligible for visa sponsorship.

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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