

Project and Policy Analyst (7398U) 72794
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=244911>

Downloaded On: Sep. 26, 2024 11:39pm

Posted Sep. 16, 2024, set to expire Jan. 11, 2025

Job Title	Project and Policy Analyst (7398U) 72794
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 16, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory
Apply Online Here	https://apptrkr.com/5636858

Apply By Email

Job Description

Image not found or type unknown



Project and Policy Analyst (7398U) 72794

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



Project and Policy Analyst (7398U) 72794
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=244911>

Downloaded On: Sep. 26, 2024 11:39pm

Posted Sep. 16, 2024, set to expire Jan. 11, 2025



Project and Policy Analyst (7398U) 72794
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=244911>

Downloaded On: Sep. 26, 2024 11:39pm

Posted Sep. 16, 2024, set to expire Jan. 11, 2025

Project and Policy Analyst (7398U) 72794 University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=244911>

Downloaded On: Sep. 26, 2024 11:39pm

Posted Sep. 16, 2024, set to expire Jan. 11, 2025

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

UC Berkeley Extension, the continuing education division of the University of California, Berkeley, has been building bridges between UC Berkeley and the public since 1891. UC Berkeley Extension serves the professional and continuing education goals of thousands of people each year. Extension's programs are an essential part of the University mission to: extend the research and scholarship of UC Berkeley to a global community; increase access to higher education for non-traditional, online and international students; and improve the workforce.

Position Summary

The Project and Policy Analyst (PPA) plays a important role in the academic success and growth of Extension public courses and programs. The PPA supports the Assistant Dean by providing expertise in research, data analysis and project management to enable the development and execution of complex academic programming.

Application Review Date

The First Review Date for this job is September 26, 2024

Responsibilities

Project and Policy Analyst (7398U) 72794 University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=244911>

Downloaded On: Sep. 26, 2024 11:39pm

Posted Sep. 16, 2024, set to expire Jan. 11, 2025

- Provides analyses for complex budget, financial, academic, data, systems and resource projects working directly academic directors and managers. Designs and implements reports for the academic departments to track enrollments and revenue, certificate registrations and completions, and to optimize administrative processes. Provides interpretation of the analysis including trends and makes recommendations.
- Conducts post-implementation analysis to determine the need for further enhancements, finer distinctions and / or additional process / policy components. Gathers and reviews data or conducts research to guide decisions to improve the quality of our academic programs or the efficiency of implementation.
Manages efforts with a variety of external and internal contacts to structure, plan and execute complex programs. Provides project management, technical guidance and quality assessment of the project to keep all stakeholders on track.
- Coordinates implementation with cross-organizational departments or external entities as needed. Serves as project manager for established projects and new initiatives. Provides structure and organization to meetings, data sharing, and contributes to the synthesis and outcomes of team efforts.
Performs ad hoc, analytical studies on a wide variety of policies, programs and issues which are complex in nature. Shares all data with internal academic stakeholders to increase performance of the academic teams.
- Researches, monitors and analyzes regulations, legislation, research literature and UC policies for impact on the organization or initiative, and in doing so, supports decision-making on new program proposals and project initiatives.
- Researches and drafts complex proposals, reports, briefings, executive summaries, in collaboration and support of the Assistant Dean and SSALLEX. Establishes and maintains contacts internally and with external constituents for the collection and exchange of data. Contributes to the data governance committee which serves to determine resource utilization and support all data needs for Extension programs.
- Proposes, leads and / or participates on policy and planning committees and working groups. Serves as manager of the Academic Policy Committee, and develops resources and policy guides to support the goals of the committee.
- Researches and summarizes best practices in field.
- Develops proposals and recommendations to guide and support a broader strategic direction for Extension public programs. Identifies data and other resources needed to guide better decision-making.
- Researches and analyzes processes and procedures, summarizes findings, policies and organizational structures in order to develop and / or implement changes and to provide consultative services to department administrators, partners and external stakeholders.

Project and Policy Analyst (7398U) 72794
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=244911>

Downloaded On: Sep. 26, 2024 11:39pm

Posted Sep. 16, 2024, set to expire Jan. 11, 2025

- Prepares directives, regulations, technical guidance, and other instructions for issuance to stakeholders.
- Develops new programs, policies or procedures for possible implementation.

Required Qualifications

- Knowledge of common organization- or research-specific and other computer application programs.
- Strong communication and interpersonal skills to communicate effectively, both verbally and in writing.
- Ability to use discretion and maintain all confidentiality.
- Analytical / problem-solving skills.
- Strong skills in analyzing, researching and synthesizing large amounts of data for preparing sound and relevant proposals / analyses.
- Ability to multi-task with demanding timeframes.
- Strong policy analysis techniques.
- Bachelor's degree in related area and / or equivalent experience / training

Salary & Benefits

This is a full-time career position.

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

How to Apply

Project and Policy Analyst (7398U) 72794
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=244911>

Downloaded On: Sep. 26, 2024 11:39pm

Posted Sep. 16, 2024, set to expire Jan. 11, 2025

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

,



Project and Policy Analyst (7398U) 72794
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=244911>

Downloaded On: Sep. 26, 2024 11:39pm

Posted Sep. 16, 2024, set to expire Jan. 11, 2025