

Business Systems Analyst (0657U), Financial Aid Office -
73881
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=247648>

Downloaded On: Oct. 28, 2024 6:20am

Posted Oct. 25, 2024, set to expire Feb. 21, 2025

Job Title	Business Systems Analyst (0657U), Financial Aid Office - 73881
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 25, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory Financial Aid
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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 Financial Aid and Scholarships Office (FASO) directly awards or coordinates the awarding of over \$850 million from over 700 funding sources to over 25,000 undergraduate and graduate students.

The mission of the Financial Aid and Scholarships Office is to provide students access to an excellent education. Through strategic partnerships and rigorous planning, FASO offers innovative aid programs to make higher education affordable, helps students and parents navigate financial aid processes, counsels students so they understand their options and feel empowered to make the best choices to manage their financial lives, advocates on behalf of students, teaches students about financial literacy, collaborates to help build upon a comprehensive, holistic culture of care that transforms the student experience and helps us recruit, retain, and graduate students and prepare them for success in life, and fosters a sense of community by encouraging alumni and donors to connect with the university and give the gift of access to the next generation of students.

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Position Summary

Involves technology-based analysis of business practices, processes and problems; developing solutions which may involve process design, data and information architecture, software development and policy or procedural changes; creating specifications for systems to meet requirements; validating requirements against needs; designing details of automated systems; developing user interface design; planning and executing unit integration and end-user acceptance testing; may develop training materials for system implementation. May lead cross-functional teams to solve complex business or systems issues.

Application Review Date

The First Review Date for this job is: 11/06/2024.

Responsibilities

- Applies advanced business systems concepts to define highly complex systems scope and objectives based on both users' needs and a good understanding of applicable business systems and industry requirements.
- Provides feedback to vendors on needed functionality in the student aid management system supporting FASO's continuous efforts to streamline work and ensure compliance with regulations by developing in-house custom systems.
- Prepares requests for proposals (RFPs) for new systems or functionalities.
- Performs highly complex analysis of business and user needs, documentation of requirements, and translation into proper system requirement specifications.
- Plans and executes unit integration and acceptance testing. Initiates, facilitates, implements and documents work process changes.
- Initiates and designs automated system specifications where there are no standardized policies or procedures.
- Initiates, designs or modifies procedures to solve complex problems considering software capacity and limitations, processing time, and form of desired results.
- Creates highly technical specifications for systems with broad impact on campus.
- Ensures system compliance with federal, state, and institutional financial aid regulations.
- Participates in and leads cross-functional teams to solve complex business or systems issues involving all aspects of financial aid, scholarships, and workstudy on the campus.
- Includes work on interfaces with systems used by Undergraduate Admissions Office, the Registrar's Office, the Graduate Division, Payroll, Billing and Payment Services, California Alumni Association, Intercollegiate Athletics and others.

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- May participate in systemwide teams of Financial Aid technical and analytical staff.
- Works at the highest technical level of most phases of systems analysis while considering the business implications of the application of technology to the current and future business environment.
- Participates in Financial Aid and Scholarships office strategic planning and leadership activities.
- Provide user support and training on new applications or processes.
- Develops a professional development plan and participates in development activities, such as attending classes, joining organizations, working on special projects, and serving on departmental or campus-wide committees, in order to enhance expertise in job areas.

Required Qualifications

- Advanced knowledge of business analysis function.
- Must have knowledge relating and/or can quickly learn design of applications programs across the campus.
- Knowledge of other related areas of IT.
- Knowledge of and/or can quickly learn department processes and procedures.
- Advanced skills associated with programming design, modification and implementation.
- Excellent interpersonal and communications skills in order to work with both technical and non-technical personnel at various levels in the organization.
- Has skills needed to develop conversion and system implementation plans.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Advanced knowledge of higher education, financial aid, or related field.

Salary & Benefits

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

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

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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 annual salary that the University reasonably expects to pay for this position is \$120,000.00 - \$141,500.00. The full salary range for this classification is \$98,600.00 - \$184,400.00.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.
- This is a remote-friendly position, eligible for up to 100% remote capability.

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 https://apptrkr.com/get_redirect.php?id=5752697&targetURL=U.S. Equal Employment Opportunity Commission poster.



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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

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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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