

Space Planner (7083U) 75426
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251736>

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Posted Jan. 16, 2025, set to expire May 15, 2025

Job Title	Space Planner (7083U) 75426
Department	Academic Planning
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jan. 16, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services Facilities/Maintenance/Transportation
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Job Description	

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in

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1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

Academic Planning, led by the Vice Provost, works on behalf of the the Provost in the areas of academic space planning, global engagement and international affairs, academic program reviews, and new academic ventures and programs.

This position is responsible for managing, analyzing, and enhancing the university's physical space management database to support space management and campus planning efforts. The ideal candidate will have a background in database management, data analysis, and an interest in space planning, with the ability to work independently and manage multiple tasks in a fast-paced, politically sensitive environment. Familiarity with facilities management, space planning, and related fields is desirable, along with a willingness to learn new tools and technologies to enhance space management practices.

Application Review Date

The First Review Date for this job is January 28, 2025

Responsibilities

Database Management:

- Work with a moderately complex Tririga space management database, ensuring data is accurate and meets technical standards.
- Propose and implement improvements to the space management database. When needed, work

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with consultants to support development and optimization of the space allocation database.

- Troubleshoot and resolve technical and procedural issues.

Data Collection, Reporting, and Analysis:

- Work closely with academic and administrative campus partners to review and verify space data, and update the database to ensure ongoing data accuracy.
- Conduct site visits to verify and collect room capacity, space usage, and other relevant data. This includes measuring and counting spaces across both the central campus as well as satellite facilities.
- Respond to data requests and provide reports to inform campus development plans.
- Assist in the development of an in-house space utilization application to help us understand and report how our facilities are used.
- Analyze data from the space utilization application and generate reports to inform space planning decisions.
- Prepare reports and data to comply with state and federal space reporting requirements.

Administrative Support:

- Oversee the Space Utilization Incentive Program (SUIP), including review of funding requests to ensure they meet program criteria and prepare presentations for approval by committee.
- Provide administrative assistance for various committees, including scheduling, documentation, and other support tasks.
- Monitor and manage the departmental email account; discuss topical emails with the team and discuss appropriate responses. Assist in maintaining the document filing system.
- Carry out other duties as assigned. For example, supporting multiple and various committees.

Divisional, Team, and Campus Project Support:

- Prepare and deliver presentations for internal and external stakeholders.
- Participate in team development projects and contribute to the future direction of space management and database initiatives.

Required Qualifications

Database Management & Analysis:

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- Experience with complex databases, applying standardization techniques, and performing detailed data analysis.
- Proficient in Excel (advanced skills preferred) and familiar with other database management tools.
- Able to resolve technical issues and improve space management databases to meet organizational needs.

Software & Tools:

- Proficient in Google Suite, Adobe Acrobat and data visualization applications.
- Willingness to learn software including Tririga, Adobe Photoshop, Illustrator, AutoCAD, and space management tools used in higher education.

Communication:

- Strong verbal and written skills to communicate effectively with team members, campus partners, and external consultants.
- Ability to create clear reports and presentations to support decision-making.

Collaboration:

- Able to work collaboratively with a diverse team, navigate politically sensitive situations, and build working relationships in a time-sensitive environment.

Team Participation & Follow-Through:

- Actively contributes to team goals, maintains productive collaboration, and ensures tasks are completed on time with clear follow-through.

Education/Training:

- 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 up to 40% (16 hours per week) remote work within the United States. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs and are subject to change.

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This position is eligible for full 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 \$90,000.00 - \$110,000.00, annually.

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.

Misconduct Disclosure

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual

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harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

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

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