

Project/Policy Analyst, Summer Sessions Online (7398U)  
75609  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251850>

Downloaded On: Jan. 21, 2025 2:39am

Posted Jan. 20, 2025, set to expire Jun. 30, 2025

<b>Job Title</b>	Project/Policy Analyst, Summer Sessions Online (7398U) 75609
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jan. 20, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Research/Technical/Laboratory
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**Job Description**

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**Project/Policy Analyst, Summer Sessions Online (7398U) 75609**

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

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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**

Summer Sessions, Study Abroad, Lifelong Learning & University Extension (SSALLEX) is the extended education division of the University of California, Berkeley and an essential part of the University's mission to extend the research and scholarship of UC Berkeley to a global community. SSALLEX is a vibrant and dynamic organization that enables more than 60,000 visiting, UC and potential Cal students; parents, faculty, academic units, international business partners, and central campus service providers engage in campus activities. The department provides more than 2,000 summer courses, fall freshmen programs, study abroad experiences, global internships, and year-around programs or courses, lectures, special events and interest circles for older adults.

### **Application Review Date**

The First Review Date for this job is January 30, 2025

### **Responsibilities**

- Prepares directives, regulations, technical guidance, and other instructions for issuance to academic departments, department schedulers, summer instructors, and students, as needed to support Summer Sessions initiatives and enrollment objectives.
- Implements process for approving/denying proctor requests from summer students who must take their final exam off-site. Prepare policy and conduct analysis to ensure academic integrity standards are being upheld.
- Coordinates efforts with a variety of external and internal contacts including academic departments, students, summer instructors, the Center for Teaching and Learning, the Office of the Registrar, etc. Researches organizational structures, policies, and procedures and summarizes best practices in field. Provides technical guidance and quality assessment.
- Balance portfolio of existing and expanding projects/initiatives, such as development and management of summer online courses in partnership with academic departments, summer instructors, and other campus stakeholders. Challenges include competing priorities and differing

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degrees of complexity for certain programs/projects.

- Develops proposals and recommendations to guide and support a broader strategic direction for the organization or initiative when it comes to the management of online courses, support of students in online courses, and the management of off-site exams.
- Coordinate, review, and submit a variety of contracts and MOUs with both internal and external partners, including online course agreements with academic departments, licensing agreements with University faculty, budget and funding agreements with campus partners/external vendors, etc.
- Researches and drafts complex proposals, reports, briefings, and executive summaries. Establishes and maintains contacts internally and with external constituents for the collection and exchange of data, including educational testing centers and proctor locations.
- Provides analyses for complex budget, financial, academic, data, systems and resource projects working directly with all levels of managers; for instance in regards to the development and management of online courses. Implement and direct small and mid-scale projects and efforts, such as summer enrollment analysis, revenue share calculations & profitability analysis, the build-out of academic department resources, website and communications updates, and system implementations.
- Researches, monitors and analyzes regulations, legislation, research literature, best practices, and UC policies, particularly in regards to Summer Sessions, online instruction, and proctored exams.
- Researches and summarizes best practices in field of Summer Sessions and online education.
- Proposes, leads and / or participates on policy and planning committees and working groups, as needed.
- Conducts post-implementation analysis to determine the need for further enhancements, finer distinctions and / or additional process / policy components; especially in relation to the student experience, online course support, and course assessments.
- Performs ad hoc, analytical studies on a wide variety of policies, programs and issues which are complex in nature. This includes summer course profitability analysis, department revenue share calculations, the review of enrollment data, assessment and student grading data, and more.
- 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, campus partners, students, and external stakeholders.
- Coordinates implementation with cross-organizational departments or external entities as needed, including campus partners, department schedulers, and summer instructors.
- Develops scope of work, budgets, and reports for projects including online course developments, online course grading and assessment, online enrollment, etc.

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### 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 \$72,600.00 - \$90,000.00, annually.

### How to Apply

To apply, please submit your resume and cover letter.

### Referral Source info



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This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "UCB Employee". Then enter the **Employee's Name** and **Berkeley E-mail** address in the **Specific Referral Source** field. Please enter only one name and email.  
**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.

**Misconduct Disclosure**

**SB 791 and AB 810 Misconduct Disclosure Requirement:** 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 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



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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](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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