

Project Support Analyst (7397U), Space Sciences
Laboratory - 75968
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252726>

Downloaded On: Apr. 2, 2025 2:40pm

Posted Feb. 5, 2025, set to expire Jun. 30, 2025

Job Title	Project Support Analyst (7397U), Space Sciences Laboratory - 75968
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Feb. 5, 2025
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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Project Support Analyst (7397U), Space Sciences Laboratory - 75968

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

The Space Sciences Laboratory (SSL) is the UC system's premier space sciences research facility and one of the preeminent university laboratories in the country for space research. SSL's primary goals of fostering outstanding research in space-related sciences and providing education for the next generation of space scientists. Research at SSL is led by Berkeley faculty and SSL Senior Fellows, and focuses on experiments and observations carried out in space, but also includes research with the potential of leading to future space experiments, and the theoretical research that is tied into the experimental and observational programs. Since its inception in 1959, SSL has participated in over 50 NASA space science missions, including the Apollo, Mars, and Explorer programs, as well as many international space missions.

Position Summary

The role involves supporting the development, interpretation, and implementation of campus and NASA policies while directly assisting with administrative tasks across various areas and programs as assigned by the supervisor. It includes analyzing and preparing recommendations for process improvements, collaborating with the campus for system-level enhancements, and working closely with Project Teams to ensure tasks are completed efficiently and in compliance with policy. The position applies professional concepts to conduct analytical studies or projects of moderate scope and complexity, addressing various policy, research, and procedural issues. This entails fully analyzing issues, gathering relevant data, evaluating alternatives, and making sound recommendations.

Application Review Date

The First Review Date for this job is: February 17, 2025

Responsibilities

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- Applies professional concepts to perform projects in support of the the SSL Research and Operations programs including travel and invoice reconciliations through the utilization of data analysis.
- Utilizes systems to perform data analysis of moderately complex project, policies, initiatives, / processes, and / or functions, including Earned Value Management.
- Prepare reports and / or analyses summarizing information on the assigned duties and commenting on other significance for internal or external constituents.
- Participates in administrative / research policy and program project planning and development.
- Promotes collaboration with program and project staff to achieve customer requirements and deadlines.
- Using subject matter knowledge, collects and prepares information for use in discussions, meetings of internal and external constituents.
- Prepares, edits and modifies documents including research reports, manuscripts, presentations and proposals for SSL leadership.
- Other responsibilities as a assigned.

Required Qualifications

- Working knowledge of common organization- or research-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.
- Working knowledge of applicable policy analysis techniques.

Education/Training Requirements

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

Salary & Benefits

This is a 100% full-time (40 hrs a week) non-exempt career position, which is paid hourly and eligible

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for 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 full pay scale for this position is \$29.31-\$50.38. The budgeted hourly range that the University reasonably expects to pay for this position is \$35.00-\$40.00.

How to Apply

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

Other Information

- This is not a visa opportunity.
- This recruitment has 1 opening.
- This position is eligible for up to 50% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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.



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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=5978114&targetURL=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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