

New Student Onboarding Analyst (7397U), New Student
Services - 76901
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254477>

Downloaded On: Apr. 3, 2025 2:43am

Posted Mar. 17, 2025, set to expire Jul. 1, 2025

Job Title	New Student Onboarding Analyst (7397U), New Student Services - 76901
Department	New Student Services
Institution	University of California, Berkeley Berkeley, California
Date Posted	Mar. 17, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services
Apply Online Here	https://apptrkr.com/6080600

Apply By Email

Job Description

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New Student Onboarding Analyst (7397U), New Student Services - 76901

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

New Student Services (NSS) empowers undergraduate students to succeed and facilitates their transition to UC Berkeley. This process is known as the Golden Bear Experience, which consists of two parts: Before Students Arrive (advising and prep, online) and After Students Arrive (Golden Bear Orientation, and Getting Your Bearings, on campus).

Our Mission

The overarching goals of the Golden Bear Experience are to:

- Welcome new students into UC Berkeley's scholarly community and lay the foundation for fostering their intellectual identity.
- Create opportunities for participants to gain an understanding of academic requirements.
- Create opportunities for participants to connect with university and college resources, services, and support structures.
- Create opportunities for participants to engage with campus traditions and the range of UC Berkeley's unique cultural communities.
- Create opportunities for participants to engage with their peers and the broader campus community.
- Set the path for a lifelong relationship with the campus.

Position Summary

The New Student Onboarding Analyst has the primary responsibility of developing, assessing and improving the pre-arrival components of the new student transition model each year. The employee will



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work alongside NSS staff and key campus partners to identify best and emerging trends to engage and retain 9,500+ individual students in each incoming undergraduate class. Develop systems to analyze effectiveness on both the large scale and individual student basis, providing recommendations to outreach and programs when data shows modes/programs are disproportionately serving various student populations.

Application Review Date

The First Review Date for this job is: 03/27/2025. The Department will review applications on a rolling basis.

Responsibilities

Pre-Arrival Student Experience:

- Provides a variety of duties in support of a function, research initiative, program and/or organizational unit.
- Coordinates multiple pre- arrival components of the Golden Bear Experience, including email campaign, website content, social media, and online modules.
- Annual assess outreach modes and retention impacts from the point of admission, through yield, onboarding, and culminating in Getting Your Bearings.

CalCentral Onboarding:

- Applies professional or research concepts to perform analysis of data and systems pertaining to moderately complex projects, policies, initiatives/processes, and/or functions.
- Partner with the SIS team to oversee, curate, and implement the new student experience on the CalCentral student platform.
- Includes outreach to 50+ campus partners to collect and approve content.
- Work alongside NSS teammates to manage NSS-specific tasks/messaging to new students.
- Serve as backup to the SIS team to make edits to content based on system changes.

Marketing & Design:

- Using subject matter knowledge, collects and prepares information to enhance the marketing and design efforts of NSS.
- Includes support to multiple members of the NSS team and collaborate with SA Communications team to review design of website, email campaign, online modules, GBO aesthetics (campus

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decor/signage), student staff uniforms/giveaways, etc.

Assessment:

- Oversees the department's assessment process, working with campus partners in creating assessment tools and measuring and disseminating assessment data.
- Collaborate with NSS teammates and key program stakeholders to write survey questions, create assessment instruments, and analyze data.
- Disseminate data to campus partners and utilize data to continually improve efforts.
- Gathers and assembles analytical and factual data on assigned problems and issues to prepare reports and/or analyses summarizing information on the assigned issues and commenting on other significance for internal or external constituents.

Campus Partnerships:

- Develops and maintains relationships with internal and external campus stakeholders critical to program success including liaison with the Student Affairs Communications, SIS team, Campus Brand/Licensing and the Admissions & Enrollment team.

GBE Programming:

- Coordinates program planning and collaboration with program/project staff.
- Work alongside other NSS staff to execute programming.

Student Trends & Future Recommendations:

- Based on analysis of CalCentral onboarding, pre-arrival outreach, and input from campus partnerships, provides recommendations and guidelines for increased student engagement and retention.
- Applies professional or research concepts to perform analysis of data and systems pertaining to moderately complex projects, policies, initiatives/processes, and/or functions.

Required Qualifications

- Working knowledge of and/or can quickly learn common organization- or research-specific and other computer application programs.
- Proficient in communication and interpersonal skills to communicate effectively, both verbally and in writing.

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

Preferred Qualifications

- Demonstrate ability to work with multiple stakeholders and curate communication plan.
- Understanding of transition e.g. student transition, onboarding, etc.

Salary & Benefits

This is a 2-year, full-time (40 hours/week), contract appointment, eligible for UC benefits with the possibility of extension. This is a non-exempt position, which is paid biweekly at an hourly rate.

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 hourly range that the University reasonably expects to pay for this position is \$35.00 - \$41.00.

How to Apply

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

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Other Information

- This is not a visa opportunity.
- This position is eligible for up to 25% 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.

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

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:



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[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 https://apptrkr.com/get_redirect.php?id=6080600&targetURL=U.S. Equal Employment Opportunity Commission poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

Referral Source Info

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.

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



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N/A

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