

Information Systems Analyst (7309U) - IEOR
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254880>

Downloaded On: Apr. 1, 2025 8:37pm

Posted Mar. 26, 2025, set to expire Jul. 1, 2025

Job Title	Information Systems Analyst (7309U) - IEOR
Department	College of Engineering
Institution	University of California, Berkeley Berkeley, California
Date Posted	Mar. 26, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Information Technology
Apply Online Here	https://apptrkr.com/6102672

Apply By Email

Job Description

Image not found or type unknown



Information Systems Analyst (7309U) - IEOR

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.

Information Systems Analyst (7309U) - IEOR University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254880>

Downloaded On: Apr. 1, 2025 8:37pm

Posted Mar. 26, 2025, set to expire Jul. 1, 2025

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 College of Engineering (COE) at UC Berkeley is recognized for its educational and research excellence, consistently ranking among the top three Engineering colleges in the United States. With more than 250 regular faculty members, 1,800 graduate students and 3,200 undergraduate students located in seven academic departments, Engineering is the second largest college on the Berkeley campus.

The Industrial Engineering and Operations Research Department (IEOR) is an academic department within the College of Engineering (COE). IEOR is home to 15 core faculty, 6 emeriti, and 4-5 lecturers. The department offers bachelor's, master's, and doctoral degrees; as well as two professional master's programs - Master's of Engineering (MEng) in IEOR and Master's of Analytics. IEOR is at the forefront of research and teaching of operations research and analytics methods, as well as the advancement of quantitative methodologies to solve problems in the areas of healthcare, supply chains, energy, security, finance, and e-commerce. The department has strong ties with other departments in the UC Berkeley College of Engineering and enjoys close relationships with the departments of Statistics, Mathematics, and Economics, as well as with the Haas School of Business.

The Information Systems Analyst manages the IEOR department's CPU/GPU computing cluster, administrative and instructional computing infrastructure, and audiovisual systems; provides in-person technical support to faculty, staff, students, and department guests; and provides back-end support for the department website.

Application Review Date

The First Review Date for this job is: April 7, 2025 - Open Until Filled

Information Systems Analyst (7309U) - IEOR University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254880>

Downloaded On: Apr. 1, 2025 8:37pm

Posted Mar. 26, 2025, set to expire Jul. 1, 2025

Responsibilities

30% CPU/GPU Computing Cluster Management

- Manage and support the department's CPU/GPU computing cluster's setup and maintenance.
- Set up and provide support for the department's students accessing clusters.
- Install and support software (e.g., CUDA, Tensorflow, Keras, PyTorch, Gurobi, AMPL) required for instruction.
- Create virtual environments with specific software versions required for different courses.

30% IT Support

- Implement technology that improves the effectiveness and efficiency of department operations.
- Manage staff MacOS and Windows computers, including laptops used off-site.
- Assist faculty and instructors with classroom and instructional technology.
- Provide timely and thoughtful technical support to faculty, staff, and students for hardware and software issues, and provide local support for campus services such as Zoom, Google Suite, Box, VPN, DocuSign, Wi-Fi, Ethernet, telecom, etc.
- Provide technical support for department special events such as advisory board meetings, invited speakers.
- Manage departmental Google SPA (role) accounts, Google calendars, Google Drive Shared Drives, and email lists.
- Maintains security configurations for network firewalls, web applications, servers, desktops, and other systems.
- Manage Active Directory users, computers, security groups, and Group Policy.
- Manage desktop printers and shared multifunction copiers.
- Resolve campus network security notifications.
- Ensure departmental compliance with campus IT policies.
- Write and maintain internal documentation in the Confluence wiki.
- Select and purchase cost-effective and appropriate computer hardware and software.

20% Audiovisual Support

- Analyzes and maintains complex audio-visual systems. Works with a wide variety of audio-visual systems technologies, networks and computer hardware and software, applying the appropriate solution to non-standard problems.
- Manage audiovisual systems such as projectors, displays, cameras, and audio equipment in classrooms and conference rooms.

Information Systems Analyst (7309U) - IEOR University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254880>

Downloaded On: Apr. 1, 2025 8:37pm

Posted Mar. 26, 2025, set to expire Jul. 1, 2025

- Manage digital signage systems.
- Provide AV support for department special events such as advisory board meetings.
- Manage recording and streaming of special events.
- Select, purchase, and install audiovisual equipment with assistance from the COE AV team.

20% Website Back-end Management

- Manage department website WordPress back end, including security updates, plugin installation, and implementation of site feature enhancements.
- Ensure accessibility of the website and other department content.
- Enhance site usability and visual appeal through theming, CSS, and graphic design.
- Provide support for updates of website content by department personnel.
- Manage website user accounts and site structure to allow editing by content editors.

Required Qualifications

- Windows and MacOS desktop and laptop system management, Active Directory, and Group Policy.
- UNIX/Linux system administration.
- CPU/GPU computing cluster setup and management, including software installation and management of virtual environments.
- TCP/IP networking, network security, Wi-Fi, Ethernet.
- End-user IT technical support for desktop and laptop computers, printers, Google Suite, Zoom, Box, VPN, etc.
- Ability to write and maintain technical documentation clearly and concisely.
- Interpersonal and customer service skills for working with technical and non-technical personnel.
- Problem-solving skills, motivation to learn, and persistence to work through challenging technical issues.
- Ability to communicate in a clear and concise manner.

Preferred Qualifications

- Audiovisual equipment installation and management.
- Ability to maintain WordPress websites.

Other Information

This is a 100% in-person position.

Information Systems Analyst (7309U) - IEOR University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254880>

Downloaded On: Apr. 1, 2025 8:37pm

Posted Mar. 26, 2025, set to expire Jul. 1, 2025

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.

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 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

Information Systems Analyst (7309U) - IEOR
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254880>

Downloaded On: Apr. 1, 2025 8:37pm

Posted Mar. 26, 2025, set to expire Jul. 1, 2025

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

University of California, Berkeley

,