SIS Applications Manager - fully-remote - (0658U
Berkeley IT, 77333
University of California, Berkeley

Job Title	SIS Applications Manager - fully-remote - (0658U Berkeley IT, 77333
Department	Berkeley IT
Institution	University of California, Berkeley Berkeley, California
Date Posted	Apr. 2, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Director/Manager
Academic Field(s)	Information Technology
Apply Online Here	https://apptrkr.com/6118969
Apply By Email	
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 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

Berkeley IT believes in and fosters a workplace environment where people can bring their diverse skills, perspectives and experiences toward achieving our goals through a process of critical inquiry, discovery, innovation, while simultaneously committing to making positive contributions towards the betterment of our world.

In addition, members of the Berkeley IT community have created and endorse the following values for our organization to augment and amplify the campus principles:

We champion diversity.

We act with integrity.

We deliver.

We innovate.

Diversity, Inclusion, and Belonging are more than just suggestions for us. They are the guiding principles underlying how we come together, develop leaders at all levels of the organization, and create an environment that unites us. We affirm the dignity of all individuals, call upon our leaders to address critical issues with integrity and intention, respect our differences as well as our commonalities, and strive to uphold a just community free from discrimination and hate.

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Campus Applications & Data, a unit within Berkeley IT, provides application systems development and best practices for enterprise and unit-specific software supporting administrative, academic, and public service functions. Within this unit, the Student Information System (SIS) team is responsible for designing, configuring, testing, and maintaining software applications that support key campus functions, including admissions, enrollment, registration, financial aid, student accounts, advising, and the student portal. The team focuses on system improvements and service enhancements to better meet the needs of the campus community.

Position Summary

This position leads a team of business systems analysts, allocating resources to daily operations and IT projects while managing a portfolio of initiatives, system enhancements, and bug fixes. The role ensures efforts align with campus goals and unit needs while maintaining compliance with regulations and policies. Key responsibilities include mentoring analysts, overseeing system configurations, managing project initiatives, refining business processes, coordinating system upgrades, facilitating user groups, and fostering strong partnerships with campus departments (e.g., Registrar, Admissions, School of Law, Haas School of Business, etc.) and vendors. While the primary focus of this role may center on specific modules, the position is designed to be flexible and adaptable to support other modules and service areas as needed, ensuring secure, efficient, and reliable system functionality.

Application Review Date

The First Review Date for this job is: 4/14/2025

Responsibilities

Team Management & Development

- Lead and develop a team of business analysis professionals, providing mentorship, feedback, and regular performance evaluations. Manage workload delegation, review analysis work for alignment with unit goals, and coordinate training and professional development opportunities. Oversee recruitment, onboarding, and HR-related tasks, ensuring compliance with policies and fostering employee engagement through stay interviews and recognition initiatives.

Operational & Project Management

- Provide directions on analysis projects, establishing efficient methods and procedures. Oversee budgeting, staffing, and operational processes, recommending improvements to enhance

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efficiency. Lead sprint and capacity planning, manage project initiatives, and guide staff through complex system analyses, upgrades, and validations.

Collaboration, Communication, & Leadership

- Act as a key liaison between IT and campus units, fostering partnerships and ensuring clear communication of project goals and progress. Facilitate user groups, oversee vendor relationships, and assess the business impact of technology changes to support long-term organizational needs.

Required Qualifications

- Requires knowledge of business analysis function.
- Proven critical thinking, persuasion / negotiation, mentoring, leadership / management, problem solving, human resources policies and procedures relating to management responsibilities.
- Demonstrated effective communication and interpersonal skills with the ability to communicate technical information to technical and non-technical personnel at various levels in the organization.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Demonstrated knowledge of PeopleSoft Campus Solutions, student portal or self-service, and student lifecycle.
- Demonstrated knowledge of IT systems including project/work management (JIRA), instant communication (Slack), and incident management (ServiceNow) tools.

Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible 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 budgeted salary or hourly range that the University reasonably expects to pay for this position is **$121,100.00 - $160,773.00.**

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 100% 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.

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:

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=6118969&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

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Contact

N/A

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