

Business Systems Analyst, Registrar's Office (7584U),
Berkeley Law - 77466
University of California, Berkeley

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Posted Apr. 15, 2025, set to expire Jul. 1, 2025

Job Title	Business Systems Analyst, Registrar's Office (7584U), Berkeley Law - 77466
Department	Berkeley Law
Institution	University of California, Berkeley Berkeley, California
Date Posted	Apr. 15, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Information Technology Counseling Services Admissions/Student Records/Registrar
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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.

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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

UC Berkeley School of Law (Berkeley Law) is one of the nation's great centers for legal education, ever exploring and pushing new intellectual boundaries while tackling urgent, real-world issues. Berkeley Law is also known for its vibrant and engaged community of students and scholars who are committed to providing leadership and making a difference on problems of local, national, and global import.

The Law School Registrar's Office connects students with the campus's curriculum and faculty. The Registrar's staff are stewards for mission-critical student records that support operations throughout the campus and data that supports decision-making and reporting for the Law School's academic success. The Registrar's Office interprets and implements the academic and administrative policies of the Law School in the areas of student registration and enrollment, produces the catalog of courses and curriculum, manages classrooms and scheduling, maintains student records including grades and graduation, and provides Family Educational Rights and Privacy Act (FERPA) training.

This Business Systems Analyst (BSA) position applies expertise in Campus Solutions technology, CalCentral, the Law School curriculum planner and schedule of classes, the Enrollment Management System and a deep understanding of the business processes and functions that comprise and/or are impacted by class scheduling and student enrollment. The schedule of classes in the student information system (SIS) is the foundation for the student and impacts their academic experience and the functioning of the Law School. This position works independently with a wide range of constituents and must exercise analysis and judgment in assessing problems and reviewing complex scheduling

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and student systems issues, implementing updates and developing solutions involving the use of computer systems, information flow and architecture; creating specifications for systems to meet requirements; and validating requirements against needs. The BSA is primarily responsible for managing the academic year scheduling cycle including ensuring compliance with campus registration and enrollment policies, creating the calendar that is used as the basis for the scheduling cycle, developing and running queries to ensure data consistency with policy and within multiple systems, communicating timely information to students regarding scheduling, and providing ongoing troubleshooting for students and staff throughout the cycle. BSA also serves as the primary contact for academic awards including the Order of the Coif and the Dean's List, ensuring that the awards are made in a timely and consistent manner. The BSA reports directly to the Law School's Senior Associate Registrar and has a dotted reporting line to Berkeley Law IT management. The incumbent must have a comprehensive understanding of the student information system, how modules and data within SIS interact and how SIS interfaces and interacts with the Law School systems systems, including the curriculum planner, schedule of classes and the room reservation manager.

Application Review Date

The First Review Date for this job is: April 22, 2025

Responsibilities

- Develops the academic year schedule of classes in consultation with the Assistant Dean for Academic Planning and Curriculum Coordination, the Law Registrar, center directors, and Associate Dean of the Law School.
- Works with the Assistant Dean to populate the curriculum planner.
- Develop course scheduling information data collection from the faculty.
- Presents draft schedule to senior administrators, faculty, and students.
- Provides technical expertise in identifying, evaluating and developing issues with the campus Student Information System, CalCentral, law school schedule of classes, curriculum planner, and classroom management system.
- Ensures the integrity of data and manages data flow between the systems through campus APIs and internal procedures.
- Partners with central campus, Berkeley Law IT, and software vendors on escalated problems.
- Involved in developing complex user interface designs for law school course scheduling electronic forms for faculty.
- Works with registrar, dean of students and assistant dean to identify issues, gather data from faculty or staff.
- Works with Berkeley Law IT to add the information to law school and campus systems.

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- Plans and executes scheduling integration and acceptance testing.
- Recommends and implements changes in processes and procedures.
- Gathers, analyzes, prepares and summarizes recommendations for approval of business process related to scheduling and procedural documentation in our wiki.
- Gathers, analyzes, prepares and summarizes business and user needs, documenting requirements and revising existing system and process logic issues as necessary.
- Creates complex specifications for law and campus systems to meet end-user requirements. Reviews and analyzes requirements.
- Identifies resources and communicate specifications to campus and Berkeley Law IT developers in order to meet requirements.
- Cross-trains and provides back up support to other members of the registrar team.
- Provides support and training on new applications to faculty and staff.
- Engages in professional development and training opportunities as needed.
- Participates in cross-functional teams with campus and Berkeley Law IT to address complex business or systems issues.
- Ensure that campus initiatives do not adversely affect law school systems and functions.
- Analyzes data and posts academic awards including Dean's List and Order of the Coif.
- Performs additional duties within the scope of this classification as assigned.

Required Qualifications

- Working knowledge of policies, regulations, and practices with student records services.
- Thorough knowledge of related areas of IT, especially the functioning of student information systems, scheduling, and enrollment.
- Working knowledge of and/or ability to quickly learn University policies, processes, and procedures and of Federal and California laws pertaining to the privacy rights of students and access to student information, including Family Educational Rights and Privacy Act (FERPA).
- Strong skills and knowledge of methodologies associated with analysis of processes and problems, and information flow.
- Strong interpersonal skills, including multicultural competencies, and demonstrated ability to work with diverse populations with diplomacy, poise, and tact.
- Self-motivated and works independently and as part of a team.
- Strong organizational skills and the ability to multi-task, prioritize work and meet deadlines.
- Excellent ability in problem identification, reasoning; ability to apply creative problem-solving skills to develop solutions within established policies and guidelines.
- Demonstrated testing and test planning skills.
- Strong attention to detail.

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- Excellent verbal and written communications skills.
- Demonstrated interpersonal skills and ability to effectively communicate technical information to technical and non-technical personnel at various levels in the organization.
- Strong computer skills, with the ability to query campus databases, manipulate data, and create reports. Proficiency with Microsoft Office, Google Drive/Docs, video conferencing platforms, with the ability to learn new computer systems and software programs.
- Skills in service orientation, active listening, critical thinking.
- Ability to handle sensitive information and maintain confidentiality.
- Demonstrated ability to work effectively and collaborate with individuals and groups from a wide range of backgrounds, experiences, and perspectives.
- Demonstrated commitment to fostering an inclusive and supportive environment that promotes collaboration and mutual respect among all members of the UC Berkeley community and its stakeholders.
- Must demonstrate strong interpersonal skills, including the ability to engage with and understand individuals from varied academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds.

Education/Training:

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

Preferred Qualifications

- Broad knowledge relating to software design.
- Knowledge of advising and counseling techniques.
- Knowledge of and/or ability to learn University-specific computer application programs and pertinent databases, such as Campus Solutions, CalCentral and EMS.
- Knowledge of and/or ability to learn University processes and procedures and understanding of University rules and regulations, regarding class scheduling and enrollment.

Salary & 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

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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 \$92,500.00 - \$102,500.00. This is an exempt, monthly-paid position.
- This is a full-time, Career position that is eligible for full UC benefits.
- This position is eligible for up to 20% remote work (1 day/week). Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

How to Apply

To apply, please submit your resume and cover letter.

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.

SB 791 and AB 810 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

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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](#)

Other Information

This is not a visa opportunity.

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 [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

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