

Research Analyst (7397U) - CIEE University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=255732>

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

Job Title	Research Analyst (7397U) - CIEE
Department	
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)	Research/Technical/Laboratory
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Job Description

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Research Analyst (7397U) - CIEE

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 California Institute for Energy and Environment (CIEE) is based in the University of California, at the Center for Information Technology in the Interest of Society (CITRIS). CIEE puts its experts and other leading researchers from universities, government, industry, and nonprofits, to work on sustainability, climate and energy challenges, yielding new ideas and technologies to meet California's pace-setting goals.

CIEE is looking for passionate people who share our vision and values. The Research Analyst performs a wide range of duties and plays an important role in the success and growth of CIEE projects and programs. This position supports the Deputy Director of Finance and Research Support and other CIEE leadership / researchers in research, data analysis, reporting, administration, and project management for the execution of complex research projects and programming.

This is a 100% FTE, 1-year contract position with the possibility of extension.

Application Review Date

The First Review Date for this job is: April 25, 2025 - Open Until Filled

Responsibilities

30%Applies professional or research concepts to perform analysis of data and systems pertaining to moderately complex projects, policies, initiatives, / processes, and / or functions, specifically:

- Monitors timelines, budgets, and deliverables for CIEE programs and projects; identify issues meeting these requirements well in advance of deadlines.
- In partnership with CIEE leadership/researchers and Deputy Director of Finance & Research Support (FRS) develops an understanding of project budgets, which may include campus, grant, philanthropic, and contract & gift funds.

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- Provides oversight and support for subawards/other agreements, including preparing/compiling required contract terms/documentation, drafting scopes of work, monitoring subawards including payments/invoicing, and ensuring adherence to regulations/processes, human subject protocols, and reporting requirements.
- Provides support for purchase order processing.
- Provides support for sponsor invoicing and backup documentation: creation, gathering, tracking and retention.
- Using subject matter knowledge, collects and prepares information for use in discussion, meeting of high-level management and external constituents.

25% 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, specifically:

- Prepares reports and analyses to include summaries of financial transactions, evaluation of current and proposed services, etc. for management review and decision-making.
- Functions as a resource to support staff on issues such as researching financial discrepancies, escalated customer service problems and vendor concerns.
- Functions as a resource to support project / program staff as assigned.

20% Participates in administrative / research policy and program project planning and development, specifically:

- In partnership with the Deputy Director FRS, provides program support in the development, implementation, and management of Student Opportunities programs.
- In partnership with the CIEE leadership and researchers, provides program support for any project or program-based conferences or workshops.
- May involve participation in file management, communications, and other administrative duties.

15% Prepares, edits and modifies documents including research reports, manuscripts, presentations and proposals, specifically:

- Provides support for project-related communications for scientific directors, including analyzing, drafting and/or curating content for reports and presentations.
- Conducts background research to assist with proposals and to support ongoing work.
- Assists in preparation of documents and presentations for donor/sponsor reporting as well

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dissemination activities.

10% Coordinates team members, prepares meeting documents and agendas, and collaboration with program / project staff, specifically:

- Manages relationships with research team members and community, gathering data from team members and other sources for research projects.
- Coordinates meeting logistics and takes meeting notes for management, program, and project teams.
- Coordinates periodic research-related events, including requests for presentations, tracking team presentations and articles.
- Provides a variety of analytical / administrative duties in support of a function, research initiative, program and / or organizational unit as assigned.

Required Qualifications

- Excellent verbal and written communications skills, including demonstrated ability to communicate to all levels of an organization.
- Ability to use discretion and maintain all confidentiality.
- Demonstrates ability to gather, organize, analyze, research and synthesize large amounts of data with strong attention to detail.
- Ability to multi-task with demanding timeframes.
- Demonstrates ability to use sound judgment in adapting/responding to issues, concerns, and changing priorities.
- Proficient in the use of common spreadsheet, database, presentation/design and word processing software/systems for analysis, tracking, file management, communications, and reporting.
- Ability to function effectively as a member of a team.

Preferred Qualifications

- Bachelor's degree in related area and / or equivalent experience / training.
- Experience with contract terms/language to support compliance and issue resolution of various policies, regulations, terms and requirements.
- Working knowledge of applicable policy analysis techniques.
- Working knowledge of common organization- or research-specific and other computer application programs.

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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 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 \$29.31 to \$39.85 hourly. This is a 100% FTE, 1-year contract position eligible for benefits. This position is FLSA Non-exempt and paid biweekly.

Other Information

This is a 100% FTE, 1-year contract position with the possibility of extension.

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

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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 [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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