

International Employment/Scholar Analyst (7397U),  
Berkeley International Office - 78774  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258455>

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Posted Jun. 19, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	International Employment/Scholar Analyst (7397U), Berkeley International Office - 78774
<b>Department</b>	Berkeley International Office
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jun. 19, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Student Services Human Resources Admissions/Student Records/Registrar
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**Job Description**

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**International Employment/Scholar Analyst (7397U), Berkeley International Office - 78774**

**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

Berkeley International Office exists to support the international student, researcher, and professor experience.

## Position Summary

This position exists to support the J and H1B Visa functions. The incumbent will conduct a preliminary review of J and employment-based visa request materials from campus departments via an internal database for completeness and accuracy, and follow up as needed. Prepare draft USCIS/DOL forms and other required letters/documents. It will play a key role in the processing of fee invoices and in providing training to campus staff.

## Application Review Date

The First Review Date for this job is: 06/30/2025. This position is open until filled.

## Responsibilities

- Conduct preliminary review of J and employment-based visa request materials from campus departments via an internal database for completeness and accuracy, and follow up as needed.
- Prepare draft USCIS/DOL forms and other required letters/documents.
- Communicate with USCIS for certain case updates as requested by advisors.

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- Process USCIS correspondence.
- Ensure accurate submission of scholar arrival reporting forms and follow up as needed.
- Evaluate requests and process Forms DS-2019 and off campus payment authorizations.
- Maintain Public Access Files, BIO internal files, and electronic files.
- Annually archive and purge files.
- Monitor J scholar and/or H1B email accounts.
- Respond to general inquiries and refer complex questions to advisors.
- Manage internal databases to ensure data is current and correct.
- Communicate with advisors to assist them in monitoring case deadlines and managing cases.
- Generate reports as needed, or as requested by advisors.
- Responsible for properly and timely processing BIO services fee IOFs for H-1B/TN/E-3 requests.
- Work with advisors to train university administrators and staff on the J-1/H-1B/TN/E-3 process.
- Assist in implementing, and/or present campus-wide workshops for staff and for international scholars and employees.
- Develop, edit, and maintain reference materials for international scholars, employees, and department administrators.
- Advise international scholars on travel and provide travel endorsements as needed.

## Required Qualifications

- Working knowledge of common computer application programs.
- Solid communication and interpersonal skills to communicate effectively with all levels of staff and across different cultures, both verbally and in writing.
- Solid ability to multi-task with demanding timeframes.
- Ability to use discretion and maintain all confidentiality.
- Ability to use sound judgment in responding to issues and concerns.
- Working skills to analyze information and synthesize data with strong attention to detail.
- Understanding of immigration policies, regulations and procedures.
- Understanding of Department of Labor policies, regulations and procedures.
- Eligibility to serve as a Designated School Official (DSO) and Alternate Responsible Officer (ARO) with federal agencies.
- Bachelor's degree in related area and/or equivalent experience/training.

## Preferred Qualifications

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

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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 hourly range that the University reasonably expects to pay for this position is \$29.70 - \$34.49.

## How to Apply

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

## Other Information

- This is not a visa opportunity.

## 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 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

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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 Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](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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