

Classroom Management & Reservations Analyst (7397U),
Office of the Registrar - 78250
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=258512>

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Posted Jun. 20, 2025, set to expire Jul. 1, 2025

Job Title	Classroom Management & Reservations Analyst (7397U), Office of the Registrar - 78250
Department	Office of the Registrar
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jun. 20, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	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.

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 Office of the Registrar (OR) supports every registered student, as well as all the faculty and staff who interact with them. We are committed to helping students discover an academic path that fulfills graduation requirements and that augments and enriches their education beyond the boundaries of their degree program. We are stewards of student data and are responsible for maintaining the integrity of every academic record. We work with the schools, colleges, departments, and IT system groups to ensure adherence to policies, regulations, and procedures as mandated by the UC Regents and the Faculty Academic Senate, the accuracy of data, and to provide access and security for the curriculum, academic records and other data needed to fulfill Berkeley's academic teaching mission.

Position Summary

The Classroom Management and Systems Analyst plays a critical role in supporting classroom scheduling, renovation projects, and long-range planning at UC Berkeley. This position combines systems analysis, project coordination, and collaboration with diverse campus partners to maintain and enhance general assignment classrooms. The role involves data management, project oversight, and policy development to ensure the effective use of campus classroom spaces.

Application Review Date

The First Review Date for this job is: 07/02/2025.

Responsibilities

Systems and Program Analysis

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- Applies professional or research concepts to gather and perform data analysis on classroom inventory and information about the state of general assignment classrooms.
- Perform data and systems analysis for classroom scheduling and facilities management, ensuring data integrity in 25Live and Campus Solutions.
- Gather, analyze, and present data to internal stakeholders, creating clear and actionable reports.
- Serve as backup liaison to the Classroom Scheduling Systems Administrator (BSA) with administrative and academic units for troubleshooting systems issues and ensuring effective communication.
- Keep the general assignment classroom inventory up-to-date in 25Live and Campus Solutions, ensuring accuracy and alignment with campus policies. Provides relevant departments with inventory allocation and reporting information, as needed.
- Develop documentation and tools to support data analysis and decision-making processes.

Project Coordination and Classroom Management

- Coordinate classroom renovation projects, including communication with vendors, contractors, and campus trades.
- Monitor project timelines, budgets, and quality, ensuring projects meet campus standards.
- Track and analyze renovation costs and prepare documentation for project reporting.
- Assist in scheduling and control tools to monitor progress and completion of renovation and maintenance efforts.
- Support classroom emergency response planning and maintenance programs in collaboration with campus partners.
- Recruit, onboard, and oversee the Classroom Management Supervisor, providing training, guidance, and performance management.
- Communicate project updates and challenges to stakeholders, ensuring alignment with academic scheduling needs. Monitor project timelines and deliverables.

Long-Range Planning and Policy Recommendations

- Participate in long-term planning to ensure classroom availability aligns with campus enrollment growth and construction impacts.
- Assist in developing policy recommendations for the Campus Committee on Classroom Policy and Management (CCCPM).
- Prepare and present data for discussions on space planning, renovations, and emergency management of classrooms.

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Department Training, Support, and Other Duties

- Serves as backup to the 25Live System Administrator (BSA), providing training and support to department schedulers on the use of 25Live, Campus Solutions, and associated web-based tools, as needed.
- Create and maintain comprehensive documentation and training materials to ensure consistent and accurate management of facilities data within 25Live and Campus Solutions scheduling systems.
- Troubleshoot system issues and collaborate with colleagues to resolve problems efficiently.
- Participate in professional development as opportunities arise.
- Other duties as assigned.

Required Qualifications

- Self-motivated, willing to learn, and takes initiative to improve quality of service.
- Strong project coordination skills, especially in the areas of classroom design and construction management with experience working in a university setting.
- Demonstrates ability to analyze, research and synthesize large amounts of data with strong attention to detail.
- Ability to create clear reports and presentations to meet project objectives.
- Experience with or ability to learn 25Live and Campus Solutions for classroom scheduling and facilities data management.
- Excellent communication and interpersonal skills to communicate effectively, both verbally and in writing with diverse stakeholders.
- Proficient in ability to multi-task with demanding timeframes.
- Proven ability to establish priorities, handle multiple priorities, meet deadlines, and adapt to changing environments with frequent interruptions.
- Proficient in ability to use discretion and maintain all confidentiality.
- Demonstrated ability to maintain confidentiality in accordance with FERPA and university policies.
- Strong organizational and customer service skills with a focus on collaboration and problem-solving.
- Bachelor's degree in related area and/or equivalent experience/training.

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Preferred Qualifications

- Demonstrates ability to use sound judgment in responding to issues and concerns.
- Intermediate to advanced skills in Microsoft Office Suite, including Word and Excel.
- Knowledge of and/or can quickly learn UC policies and procedures.
- Experience working in a confidential university environment.
- Advanced proficiency in campus-specific systems or the ability to quickly learn tools like 25Live and Campus Solutions.
- Ability to develop and maintain a positive working relationship with staff on a broad range of levels and to work productively as a member of a team.
- Demonstrate the ability to work both independently and as part of a team.

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 \$34.58 - \$40.18. The full hourly range for this classification \$29.31 - \$50.38. Final salary offers are determined based on a variety of factors, including but not limited to candidate qualifications, experience, and internal equity.

- This is a full-time (40 hours/week), career position that is eligible for UC Benefits.
- This is a non-exempt, biweekly-paid position.

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How to Apply

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

Other Information

- This is not a visa opportunity.
- This position is eligible for up to 40% 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.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

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.

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"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

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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