

Policy Analyst, Graduate Academic Operations and
Funding Strategy (7398U), Nutritional Sciences &
Toxicology Department
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=261096>

Downloaded On: Aug. 14, 2025 6:52am

Posted Aug. 13, 2025, set to expire Jun. 30, 2026

Job Title Policy Analyst, Graduate Academic Operations and
Funding Strategy (7398U), Nutritional Sciences &
Toxicology Department

Department Nutritional Sciences & Toxicology

Institution University of California, Berkeley
Berkeley, California

Date Posted Aug. 13, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Research/Technical/Laboratory
Grant Writer/Technical Writer

Apply Online Here <https://apptrkr.com/6463265>

Apply By Email

Job Description

Image not found or type unknown



**Policy Analyst, Graduate Academic Operations and Funding Strategy (7398U), Nutritional
Sciences & Toxicology Department**

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.

Policy Analyst, Graduate Academic Operations and
Funding Strategy (7398U), Nutritional Sciences &
Toxicology Department
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=261096>

Downloaded On: Aug. 14, 2025 6:52am

Posted Aug. 13, 2025, set to expire Jun. 30, 2026

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

The Department of Nutritional Sciences and Toxicology (NST) focuses on the molecular, cellular, and human systems-level understanding of nutrition and metabolism. Located within the Rausser College of Natural Resources, NST conducts pioneering research on the biological mechanisms that underlie diet-related diseases, such as obesity, diabetes, cardiovascular disease, and cancer, with an emphasis on prevention and treatment strategies.

NST offers interdisciplinary undergraduate and graduate programs that integrate fundamental science with public health and clinical applications. Undergraduate majors include Nutritional Sciences with emphases in Physiology & Metabolism, and Dietetics. At the graduate level, the department offers M.S. and Ph.D. programs in Metabolic Biology, providing rigorous training in research methodologies and translational science.

Faculty in NST are recognized leaders in nutrition, metabolism, biochemistry, and molecular biology, and the department maintains strong collaborations with UCSF and other research institutions. Students benefit from a supportive, research-intensive environment that prepares them for careers in academia, industry, healthcare, and policy.

NST's work contributes to solving some of today's most pressing health issues through evidence-based science, education, and public engagement.

Position Summary

Policy Analyst, Graduate Academic Operations and
Funding Strategy (7398U), Nutritional Sciences &
Toxicology Department
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=261096>

Downloaded On: Aug. 14, 2025 6:52am

Posted Aug. 13, 2025, set to expire Jun. 30, 2026

The Policy Analyst serves as a strategic operations and compliance specialist within the department, supporting the planning, implementation, and evaluation of complex academic and research initiatives. This position exists to ensure that departmental policies, financial operations, and academic personnel processes are aligned with University of California policies, collective bargaining agreements, and federal research compliance requirements.

The incumbent independently analyzes policy and regulatory frameworks to develop solutions that streamline operations, enhance data reporting, and support strategic decision-making across academic programs. This role requires specialized knowledge in higher education policy, research funding administration, and organizational systems such as UCPath, Smartsheet, and CalAnswers. The position plays a critical role in maintaining operational integrity, advising leadership on policy impacts, and ensuring the effective allocation and compliance of multi-source funding.

Application Review Date

The First Review Date for this job is: 08/25/2025.

Responsibilities

- Oversees, plans, and manages funding strategies for academic appointments, including Graduate Student Instructors (GSIs), Graduate Student Researchers (GSRs), and academic student employees.
- Ensures funding allocations align with University policies, labor contracts, and departmental budgets.
- Independently analyzes funding sources, forecasts expenditures, and develops tools for tracking and optimizing multi-source support for instructional and research positions.
- Provides policy-compliant recommendations to faculty and administrators regarding sustainable funding models and resource planning.
- Provides analyses for complex budget, financial, academic, data, systems and resource projects working directly with all levels of managers.
- Under general supervision, provides post-award financial administration and management for research funds in accordance with organization policy and agency requirements.
- Advises department administrators on compliance regulations.
- Participates in the creation, implementation, and revision of core policies, utilizing original policy research and analysis, review of other corporate policies.
- Researches and analyzes processes and procedures, summarizes findings, policies and organizational structures in order to develop and/or implement changes and to provide consultative services to department administrators, partners and external stakeholders.

Policy Analyst, Graduate Academic Operations and
Funding Strategy (7398U), Nutritional Sciences &
Toxicology Department
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=261096>

Downloaded On: Aug. 14, 2025 6:52am

Posted Aug. 13, 2025, set to expire Jun. 30, 2026

- Conducts post-implementation analysis to determine the need for further enhancements, finer distinctions and/or additional process/policy components.
- Coordinates efforts with a variety of external and internal contacts; researches organizational structures, policies and procedures and summarizes best practices in field.
- Provides technical guidance and quality assessment.
- Performs ad hoc, analytical studies on a wide variety of policies, programs and issues which are complex in nature.
- Prepares directives, regulations, technical guidance, and other instructions for issuance to stakeholders.
- Develops scope of work, budgets, and reports for project requirements.
- Assist in responding to external and internal inquiries for technical assistance from policymakers, stakeholders, subgrantees, and others, including grant support and feedback on draft bill language and initiatives.
- Participate in special assignments and/or training, as requested.

Required Qualifications

- Knowledge of and/or can quickly learn common organization- or research-specific and other computer application programs.
- Strong communication and interpersonal skills to communicate effectively, both verbally and in writing.
- Ability to use discretion and maintain all confidentiality.
- Analytical/problem-solving skills.
- Strong skills in analyzing, researching and synthesizing large amounts of data for preparing sound and relevant proposals/analyses.
- Ability to multi-task with demanding timeframes.
- Strong policy analysis techniques.
- This position requires significant professional and technical expertise in academic policy interpretation, graduate student funding, and compliance systems. The successful candidate will possess advanced analytical and operational skills, ideally supported by a degree, which enables independent judgment and the ability to navigate complex institutional frameworks.
- Bachelor's degree in Public Administration, Higher Education Management, Business Administration, or in a related area and/or equivalent experience/training.

Preferred Qualifications

- Master's degree in Public Administration, Higher Education Management, Business

Policy Analyst, Graduate Academic Operations and
Funding Strategy (7398U), Nutritional Sciences &
Toxicology Department
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=261096>

Downloaded On: Aug. 14, 2025 6:52am

Posted Aug. 13, 2025, set to expire Jun. 30, 2026

Administration, or in a related area and/or equivalent experience/training.

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 annual salary range that the University reasonably expects to pay for this position is \$74,700.00 - \$97,400.00.

- This is an exempt monthly-paid position.

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 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

Policy Analyst, Graduate Academic Operations and
Funding Strategy (7398U), Nutritional Sciences &
Toxicology Department
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=261096>

Downloaded On: Aug. 14, 2025 6:52am

Posted Aug. 13, 2025, set to expire Jun. 30, 2026

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 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

University of California, Berkeley

Policy Analyst, Graduate Academic Operations and
Funding Strategy (7398U), Nutritional Sciences &
Toxicology Department
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=261096>

Downloaded On: Aug. 14, 2025 6:52am

Posted Aug. 13, 2025, set to expire Jun. 30, 2026
,