Business Systems Analyst 2 (7583U) - 80979
University of California, Berkeley

Job Title	Business Systems Analyst 2 (7583U) - 80979
Department	Summer Sessions, Study Abroad, Lifelong Learning & University Extension
Institution	University of California, Berkeley
	Berkeley, California
Date Posted	Sep. 8, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Information Technology
Apply Online Here	https://apptrkr.com/6548634
Apply By Email	

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

Summer Sessions, Study Abroad, Lifelong Learning & University Extension (SSALLEX) is the extended education division of the University of California, Berkeley and an essential part of the University's mission to extend the research and scholarship of UC Berkeley to a global community. SSALLEX is a vibrant and dynamic organization that enables more than 60,000 visiting, UC and potential Cal students; parents, faculty, academic units, international business partners, and central campus service providers engage in campus activities. The department provides more than 2,000 summer courses, fall freshmen programs, study abroad experiences, global internships, and year-around programs or courses, lectures, special events and interest circles for older adults.

Position Summary

This position will sit within the SSALLEX Admissions and Student Services team to support several student-facing systems (such as Slate) as well as team operational and business processes. This position will analyze and resolve problems and participate in process improvement related to the operations of our visiting student programs. Will collaborate with other BSAs and functional units within the department to ensure appropriate and consistent use and application of systems and business processes across the unit.

Application Review Date

The First Review Date for this job is: 09/18/2025.

Responsibilities

Manage and maintain existing admissions workflows and operational processes in platforms such as

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Slate and "Lifelong Learning Extended Education" (formerly, Destiny) to ensure system reliability and accuracy.

- Formulates and defines limited to moderately complex systems scope and objectives.
- Analyzes business processes and problems to understand and validate functional business requirements to meet end-user needs.
- Gathers, analyzes and documents functional business requirements.
- Provides lead support for Slate across SSALLEX Visiting Student Programs and assists other BSAs and system administrators to support unit wide needs.
- Identifies, evaluates and develops limited to moderately complex systems and procedures.
- Executes unit integration and acceptance testing according to developed plan.
- May participate in cross-functional teams to address business process or systems issues.
- Design and deliver comprehensive training for new and existing staff on functionality, processes, and operational updates related to admissions systems.
- Collaborates with other BSAs and teams to analyze new available system features, make recommendations, and implement changes.
- Assists with project plan development and end user documentation.
- Gathers and analyzes data to prepare business process and procedural documentation.
- Assists with implementation of changes in development, maintenance, system standards and in the creation of specifications.
- Create and maintain end user documentation, process maps and other artifacts for the Admissions and Student Services team systems and applications.
- Create and maintain reports and dashboards to support data-informed decision-making for academic and administrative stakeholders.
- Stay current with emerging technologies, Slate enhancements, and higher education best practices to anticipate institutional needs and drive strategic improvements.
- Other duties as assigned.

Required Qualifications

- Demonstrated ability to work with others from a variety of backgrounds.
- Intermediate knowledge of related areas of IT.
- Self-motivated and works independently and as part of a team.
- Able to learn effectively and meet deadlines.
- Demonstrates problem-solving skills.
- General knowledge of business and process analysis functions.
- Knowledge relating to software design.

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- Demonstrated testing and test planning skills.
- Skills associated with analysis of processes and issues of moderate scope, information flow and architecture.
- Demonstrated effective communication and interpersonal skills.
- Demonstrated ability to communicate technical information to technical and non-technical personnel at various levels in the organization.
- Interpersonal and communications skills to work with both technical and non-technical personnel at various levels in the organization.
- Knowledge of and/or can quickly learn common University-specific computer application programs.
- Knowledge of and/or can quickly learn University and departmental principles and procedures.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Experience with Slate application management software.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's Compensation & Benefitswebsite.

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 or hourly range that the University reasonably expects to pay for this position is $35.78 - $49.71.

- This is a non-exempt, biweekly-paid position.

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 100% 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.

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.

"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

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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

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University of California, Berkeley
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