

Institutional Research Analyst 4 (5876U), Graduate  
Division Ops - 81051  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=262333>

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Posted Sep. 11, 2025, set to expire Jun. 30, 2026

<b>Job Title</b>	Institutional Research Analyst 4 (5876U), Graduate Division Ops - 81051
<b>Department</b>	Graduate Division
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Sep. 11, 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>	Research/Technical/Laboratory
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**Job Description**

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**Institutional Research Analyst 4 (5876U), Graduate Division Ops - 81051**

**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 Graduate Division works to guide and assist students from the moment of application for admission, through the various milestones of their progress, to the completion of their degree requirements. We provide academic, personal, and professional support services that are vital to the everyday well-being and life-long successes of Berkeley master's, professional, and doctoral students.

As the authoritative resource and chief advocate for graduate education, the Graduate Division ensures the equitable administration of policies governing graduate studies across Berkeley's 14 schools and colleges. As the administrative arm of the Academic Senate's Graduate Council, we partner with the faculty and staff of each program and the deans of each school and college to maintain the world-renowned quality of Berkeley's graduate education.

Learn more at [grad.berkeley.edu](https://grad.berkeley.edu)

## Position Summary

The institutional research analyst 4 (IRA4) position will sit in the Graduate Division Operations Unit and will report to Sara Quigley, institutional research analyst 5 (IRA5).

The person in this position will collect, analyze, summarize and communicate data related to:

- Strategic decision-support for leadership in graduate education.
- Campus-wide surveys that assess programs and inform student-centered policies.
- Development and maintenance of data visualizations/dashboards leveraged by the Graduate Division.
- Complex analyses that identify patterns, trends, and key indicators related to graduate student

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enrollment, retention, and success.

### **Application Review Date**

The First Review Date for this job is: 09/22/2025.

### **Responsibilities**

#### Survey Design, Administration, and Analysis

- Coordinates and oversees the administration of graduate student surveys.
- Designs and develops survey instruments in Qualtrics.
- Identifies the survey population and data collection methods.
- Performs data collection and processing.
- Interprets survey results and communicating them in clear, concise, and meaningful ways through written reports and visualizations.
- Collaborates with other UC survey professionals and campus colleagues on survey projects and institutional research.

#### Institutional Research, Data Analysis, and Reporting

- Conducts institutional research activities and projects that include data collection and management, data analysis, data presentation and ad hoc reporting/analysis.
- Extracts and combines data from multiple institutional data sources using enterprise query tools.
- Develops and maintains reports and SQL queries to aid in data extraction from a variety of systems and databases.
- Analyzes complex data using statistical software and techniques to identify patterns, trends, and key indicators related to graduate student funding/support, enrollment, retention, and success.
- Develops and maintains data visualizations/dashboards using appropriate technologies leveraged by the Graduate Division.
- Ad hoc reporting and analysis: Produces ad hoc reports in response to queries from campus leadership, the UC Office of the President, colleagues at other UC campuses, and/or outside agencies.

#### Process Improvement, Automation, and Data Integrity

- Contributes to the design, deployment and documentation of systems, structures, and AI-enabled automations that reduce manual effort, improve data quality, and increase transparency.
- Documents process and methodology on all projects and deliverables.

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- Validates data and other content of work products prior to presentation or dissemination.

Professional development and other responsibilities as needed including but not limited to providing advice and training to less-experienced staff members.

- May oversee work of student or clerical staff.

### Required Qualifications

- Must be an avid learner with a growth mindset.
- Must approach survey work with an equity lens and embody an appreciation of political nuances in the interpretation and analysis of survey data.
- Requires advanced and thorough knowledge of statistical or qualitative research methods.
- Demonstrated ability to select the appropriate survey method and sampling technique for a given research question and population.
- Demonstrated advanced ability to identify survey design issues, adjust survey questions, and interpret survey results.
- Advanced ability to provide good judgment, decision-making, and problem solving.
- Requires keen attention to detail and numerical accuracy.
- Requires familiarity with Qualtrics.
- Demonstrated ability and/or ability to learn to identify, collect, and analyze information from multiple sources, including numerous UC campus systems: (Berkeley Financial System (BFS), CalAnswers, UCPath, Student Information System (SIS)).
- Requires expertise in Javascript, SQL, Python, Stata, or R for data cleaning, data preparation, and statistical analysis.
- Experience using LLM APIs (prompt design, tool-use patterns, retrieval/embeddings).
- Requires knowledge of data visualization techniques.
- Demonstrated ability to systematically transform and connect disparate data sets for analysis.
- Requires active listening, critical thinking, good interpersonal skills and ability to multitask.
- Advanced ability to present information in a clear concise manner verbally and in writing.
- Understanding of campus principles and procedures involved in handling sensitive data (for example, Family Educational Rights and Privacy Act, or FERPA) or ability to learn.
- Bachelor's degree in related area and/or equivalent experience/training.

### Preferred Qualifications

- Experience configuring and troubleshooting a Qualtrics API integration with web services.
- Experience using a relational database or Oracle Business Intelligence Enterprise Edition

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(OBIEE); Cal Answers/OBIEE training provided.

- Demonstrated competence with computational notebooks such as Observable or Jupyter notebooks.

### 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 \$101,600.00 - \$145,700.00.

- This is an exempt monthly-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 50% 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

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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](#)

### **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)

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**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

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