

Project and Policy Analyst (7397U), Center for African  
Studies - 81217  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=262675>

Downloaded On: Oct. 8, 2025 7:29pm

Posted Sep. 18, 2025, set to expire Jun. 30, 2026

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|-----------------------------|--|
| <b>Job Title</b>            | Project and Policy Analyst (7397U), Center for African Studies - 81217 |
| <b>Department</b>           | Center for African Studies   |
| <b>Institution</b>          | University of California, Berkeley<br>Berkeley, California             |
| <b>Date Posted</b>          | Sep. 18, 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>    | Fiscal Services<br>Finance/Investment Management                       |
| <b>Apply Online Here</b>    | <a href="https://apptrkr.com/6577405">https://apptrkr.com/6577405</a>  |

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**Job Description**

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**Project and Policy Analyst (7397U), Center for African Studies - 81217**

**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

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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 Center for African Studies at UC Berkeley, established in 1979, is a leading interdisciplinary hub for research, teaching, and training on Africa. With more than 90 affiliated faculty across 30 departments and 7 colleges, the Center fosters scholarship and dialogue on the continent's histories, cultures, and contemporary challenges. It also serves as the administrative home of the Mastercard Foundation Scholars Program, a ten-year partnership supporting academically talented African master's students committed to transformative leadership and change across Africa.

## Position Summary

The Project and Policy Analyst will play a key role in supporting the Center for African Studies and the Mastercard Foundation Scholars Program at UC Berkeley. Core responsibilities include preparing and monitoring budgets, supporting daily operations, and coordinating programmatic activities to ensure the effective delivery of the Center's initiatives. The Analyst will provide administrative support for events, student activities, leadership priorities, and the Transformational Leadership Classes. In addition, the role will lead the Center's communications strategy-designing and producing content, and managing the website, newsletters, and social media platforms-to showcase the Center's scholarship, events, and partnerships while amplifying the voices and impact of the Scholars Program.

## Application Review Date

The First Review Date for this job is: 09/30/2025.

## Responsibilities

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- Applies professional or research concepts to perform analysis of data and systems pertaining to moderately complex projects, policies, initiatives/processes, and/or functions.
- Gathers and assembles analytical and factual data on assigned problems and issues to prepare reports and /or analyses summarizing information on the assigned issues and commenting on other significance for internal or external constituents.
- Prepares, edits and modifies documents including research reports, manuscripts, presentations and proposals.
- Using subject matter knowledge, collects and prepares information for use in discussions, meetings of internal and external constituents.
- On a project basis, performs analytical studies on a variety of policies, research initiatives, programs and issues.
- Provides a variety of analytical duties in support of a function, research initiative, program and/or organizational unit.
- Participates in administrative/research policy and program project planning and development.
- Provides recommendations and guidelines involving programs/initiatives.
- Coordinates program planning and collaboration with program/project staff.

### **Required Qualifications**

- Proficient in communication and interpersonal skills to communicate effectively, both verbally and in writing.
- Proficient in ability to use discretion and maintain all confidentiality.
- Demonstrates ability to use sound judgment in responding to issues and concerns.
- Demonstrates ability to analyze, research and synthesize large amounts of data with strong attention to detail.
- Proficient in ability to multi-task with demanding timeframes.
- Working knowledge of applicable policy analysis techniques.
- Bachelor's degree in related area and/or equivalent experience/training.

### **Preferred Qualifications**

- Working knowledge of and/or can quickly learn common organization- or research-specific and other computer application programs.
- Master's Degree in Business, Communications or International Relations and/or equivalent experience/training.

### **Salary & Benefits**

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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 \$35.78 - \$46.65.

- 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 50% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

**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

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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

University of California, Berkeley

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