

Program Analyst (7398) Job 82113 - Berkeley Institute for
Data Science (BIDS)
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=264603>

Downloaded On: Oct. 30, 2025 10:37am

Posted Oct. 29, 2025, set to expire Jun. 30, 2026

Job Title	Program Analyst (7398) Job 82113 - Berkeley Institute for Data Science (BIDS)
Department	Berkeley Institute for Data Science
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 29, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory
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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 Berkeley Institute for Data Science (BIDS - <https://bids.berkeley.edu>) was founded in 2013 to build on Berkeley's strength in data science with a multidisciplinary emphasis. BIDS aims to facilitate and enhance the development and application of cutting-edge data science techniques in the biological, physical, social, and engineering sciences. Today, BIDS is part of the new College of Computing, Data Science and Society (CDSS), where it serves as a hub for interdisciplinary research, tool development, and exchange of ideas between methodologies in computing, statistics, and AI. BIDS connects with domain experts from across the entire disciplinary spectrum on campus, and hosts collaborations with local and national partners, including Lawrence Berkeley National Lab and NASA, within the unique intellectual ecosystem of Berkeley.

As CDSS further advances UC Berkeley's eminence in Data Science research and education, BIDS serves as a central hub connecting scholars on campus, as well as reaching out to other Berkeley institutions, including LBNL, the Simons Laufer Mathematical Sciences Institute, the Space Sciences Laboratory, the International Computer Science Institute, and the SkyDeck Startup Incubator.

BIDS' expertise in open-source tool development and open science makes it an ideal place to be a home for communities of practice around open knowledge, at a time when both open-source software is becoming the norm for research computing and when open science ideas are becoming part of national science policies across multiple agencies. From this perspective, BIDS will help scholars from different fields to find shared needs, interests, and ideas and build new collaborations. BIDS also aims to foster conversations regarding the role of Science and Society in the development of new tools and systems for AI. As a discipline-neutral environment, it will provide open space for emerging work ranging from the representation of scientific knowledge in AI models and the use of AI as a scientific instrument, to explorations with social scientists and humanists of questions at the intersection of the human experience, our social context, and the role of AI in our lives.

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Reporting to the Assistant Dean for Interdisciplinary Initiatives, the Program Analyst manages a wide variety of analyses, strategies, and implementations to support the development and success of interdisciplinary initiatives in CDSS. The PA works closely with members of the Dean's Cabinet and centers and institutes within and affiliated with CDSS. Implements strategic initiatives for the college, including the Dean's Distinguished Lecture series and the State of the Planet Lectures Series, as well as staffing and research for a variety of committees, working groups, and task forces. The Program Analyst collaborates closely with faculty and staff of CDSS interdisciplinary units to support key objectives. This individual integrates input and lessons learned from across campus to understand the relative opportunities and challenges associated with new programs, such as research initiatives and corporate engagement strategy; works with key stakeholders to develop and implement the initiative. Manages a wide variety of internal and public-facing programs, including awards, lectures, and research convenings, especially related to core themes, including environment, social wellbeing, and human health.

Application Review Date

The First Review Date for this job is: 11/10/25 - Open until filled

Responsibilities

20% - Proposes and provides staffing for policy and planning committees, task forces, and working groups to meet the academic and operational goals of the college's interdisciplinary mission. Provides analysis and committee support for strategic and ad hoc efforts, including industry engagement, funding strategy, and efforts around CDSS research themes. Implements actions and events as recommended. Collaborates with the leadership of key units and programs, such as the Berkeley Institute for Data Science (BIDS), the Bakar Institute of Digital Materials for the Planet (BIDMaP), and others.

10% - Proposes a strategy for programmatic and structural needs to promote interdisciplinary collaboration, specifically related to faculty-defined priorities for interdisciplinary research and identified intellectual themes. Incorporates recommendations from faculty committees, center directors, and individuals. Coordinates with faculty experts and stakeholders to generate content.

15% - Performs ad hoc, analytical studies as needed for the wide variety of programs and complex issues for the wide variety of topics that faculty committees are handling. Determines, in collaboration with committee chairs, what materials will be constructive in advance of meetings and in follow-up; prepares materials and distributes to maximize committee productivity and limit faculty administrative burden. Provides analyses of internal and external corporate engagement programs as benchmarks.

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Performs budget, financial, academic, data, and systems analysis. Collaborates with executive leadership, academic leadership, program coordinators, and managers, to enhance corporate engagement strategy, communication, and implementation in CDSS.

15% - Develops proposals to fund programming in collaboration with college leadership and/or leadership of interdisciplinary centers and institutes, and involved faculty. For philanthropic proposals, collaborates closely with Development. Researches complex programs, benchmarks similar processes, distills scientific data, and communicates plans clearly in writing.

15% - Collaborates with events staff, faculty committees, faculty stakeholders, and the college leadership team to plan lectures and events. Liaises between faculty committees, which will set objectives, and the events staff to meet the objectives of each event. Coordinates implementation with cross-organizational departments or external entities. Prepares briefings, content, draft questions for panels, and talking points or scripts for leadership, including the dean. Establishes and maintains contacts internally and with external constituents for the collection and exchange of data.

5% - Conducts post-implementation analysis to determine the need for further enhancements, finer distinctions, and/or additional process/policy components for the purpose of maintaining and improving event quality and stakeholder engagement over time. Tracks progress and prepares reports, including donor reports, in collaboration with development, to document results, including for donor-funded lectures and events.

5% - Researches and summarizes best practices among peers on and off campus. Develops process and procedures handbooks to increase efficiency and process understanding, facilitates staff and faculty objectives when working through relevant processes, and promotes process transparency and increased understanding of best practices. Conducts programmatic benchmarks.

5% - Research, monitors and analyzes regulations, legislation, research literature, and UC policies for a variety of needs within the college, such as preparing draft RFI responses to funding agencies. Prepares directives, regulations, technical guidance, and other instructions for issuance to stakeholders.

5% - Develops scope of work, budgets, and reports for project requirements.

5% - Other duties as assigned.

Required Qualifications

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- Knowledge of common organization, or research-specific, and other computer application programs.
- Excellent 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.
- Ability to anticipate workflows and timing, generate workplaces, and prioritize.
- Ability to observe group dynamics and assess strategies for communication.
- Knowledge of faculty and staff roles on campus and knowledge of University budget concepts and funding mechanisms.
- Bachelor's degree 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 salary or hourly range that the University reasonably expects to pay for this position is \$75,000 - \$90,000.

- This is a two-year contract position. Contract positions may be extended based on operational demand. Contract positions are eligible to participate in the health and welfare programs offered by UC Berkeley.
- This position is 50% full-time equivalent

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Other Information

- This is a two-year contract position. Contract positions may be extended based on operational demand. Contract positions are eligible to participate in the health and welfare programs offered by UC Berkeley.
- This position is 50% full-time equivalent

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.

Misconduct Disclosure

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

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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

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