

Design & Projects Analyst (7398C) - 82266
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=267944>

Downloaded On: Nov. 10, 2025 4:09pm

Posted Nov. 10, 2025, set to expire Jun. 30, 2026

Job Title Design & Projects Analyst (7398C) - 82266
Department Residential and Student Services Programs
Institution University of California, Berkeley
Berkeley, California

Date Posted Nov. 10, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Fiscal Services
Finance/Investment Management

Apply Online Here <https://apptrkr.com/6697957>

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

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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

Residential and Student Services Programs (RSSP) is part of the Division of Student Affairs under the direction of the Associate Vice Chancellor of RSSP. RSSP provides residential student housing, family housing, residential life programs, facilities services (maintenance/design, custodial, desk operations) self-operated dining services for undergraduate and graduate students and their families, as well as child care services for students, faculty, and staff. RSSP also conducts a year-round conference business, operates seven campus restaurants and manages several faculty apartments.

Position Summary

Reporting to the Director of Design & Projects for Residential and Student Service Programs (RSSP), the Design & Projects Analyst (Project Policy Analyst 3) will focus on analyzing and synthesizing data to inform departmental planning and implementation. This role will process, procure, distribute, and inventory equipment and supplies. This experienced professional will serve as the primary point of contact when it comes to managing data that details the conditions of the RSSP portfolio, including Residential, Dining, and Early Childhood facilities, and will utilize that data to assist with project planning, implementation, as well as updating information upon changes to conditions.

Application Review Date

The First Review Date for this job is: 11/17/2025.

Responsibilities

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- Analyzes and synthesizes data to inform departmental planning and implementation.
- Understands and interprets estimates; quotes; procurement processes; contracts; and wide-ranging policies, codes, and regulations.
- Proactively identify areas within the organization where processes can be streamlined or optimized.
- Analyze current workflows, systems, and procedures to pinpoint bottlenecks and inefficiencies.
- Develop and implement data-driven process improvement strategies to enhance productivity and reduce operational costs.
- Utilize project management software and tools to streamline information flow and enhance team collaboration.
- Track, forecast, and report on project progress, including metrics and challenges related to the ongoing initiatives within the Design & Projects department.
- Develop and maintain statistical models and simulations to aid in decision-making processes.
- Independently researches and drafts complex proposals, reports, briefings, and executive summaries.
- Establishes and maintains contacts internally and with external constituents for the collection and exchange of data.
- Create clear and concise reports, dashboards, and presentations to communicate findings and recommendations to technical and non-technical stakeholders.
- Serves as the primary point of contact when it comes to managing data that details the conditions of the RSSP portfolio, including residential, dining, and early childhood facilities, and will utilize that data to assist with project planning, implementation, as well as updating information upon changes to conditions.
- Product Stewardship - Serves as the source of record for project and product information, ensuring accuracy, consistency, and proper documentation throughout the project lifecycle.
- Maintains updated records, tracks revisions, and communicates changes to relevant stakeholders to support compliance, sustainability, and operational transparency.
- Orders, stocks, and replenishes furniture, finishes, equipment, and supplies; reconciles and tracks usage; tracks inventory and work orders; supplies data analysis for the team; maintains documentation; captures charges and responsible for processing requisitions, POs, and process invoices and other various transactions; and conducts periodic site surveys to collect and confirm relevant information.
- Proactively stay updated on industry best practices, emerging technologies, and policy changes related to business operations. Summarize findings for distribution to the management team.
- Serves as a liaison between campus project managers and departmental contacts, vendors, consultants, and stakeholders.

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Required Qualifications

- Strong communication and interpersonal skills both verbally and in writing.
- Analytical and problem-solving experience with strong skills in analyzing, researching, and synthesizing large amounts of data for the preparation of sound and relevant proposals, procedures, standards, and policies.
- Ability to use discretion and maintain all confidentiality.
- Experience with a variety of computer application programs including advanced Excel and financial and project-related databases and software programs.
- Strong skills in analyzing, researching and synthesizing large amounts of data for preparing sound and relevant proposals/analyses.
- Ability to multi-task with demanding deadlines and time constraints.
- Strong policy analysis techniques.
- Bachelor's degree in 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 \$99,000.00 - \$104,000.00.

- This is an exempt monthly-paid position.

How to Apply

- To apply, please submit your resume and cover letter.

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Driving Required

- Required to hold valid driver's license, have a driving record that is in accordance with local policies/procedures, and/or enroll in the California Employer Pull Notice Program.

Other Information

This position will be governed by the terms and conditions in the agreement for the Research and Public Service Professionals, represented by the UAW.

- This is not a visa opportunity.
- This position is eligible for up to % hybrid 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](#)

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[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.

Referral Source Info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "UCB Employee". Then enter the **Employee's Name** and **Berkeley E-mail** address in the **Specific Referral Source** field. Please enter only one name and email.

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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