

**Business Systems Analyst (7584U), Graduate Division
Ops - 82395
University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=268361>

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Posted Nov. 17, 2025, set to expire Jun. 30, 2026

Job Title	Business Systems Analyst (7584U), Graduate Division Ops - 82395
Department	Graduate Division
Institution	University of California, Berkeley Berkeley, California
Date Posted	Nov. 17, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Information Technology Admissions/Student Records/Registrar
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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

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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 Graduate Division oversees every stage of graduate student life: applications, admissions, fellowships and grants, tracking academic progress and degree milestones, academic employment and preparation for teaching, mentoring activities and professional development.

Our mission is to sustain the world-renowned excellence of more than 200 master's and doctoral programs, and to assist our more than 12,000 graduate students on academic, financial, personal and professional matters throughout their studies.

Position Summary

The Student Information System (PeopleSoft Campus Solutions) and the Graduate Admissions System (Slate) have "out-of-the-box" and custom-developed functionality that needs to be configured, improved and maintained in support of graduate education at UC Berkeley. Graduate Division seeks an experienced business systems analyst to engage in requirements gathering, process design, technical specification development, system testing and user training during the implementation of feature enhancements and bug fixes of these systems and their associated applications (e.g. Calcentral Student Portal, HR, data warehouse systems).

Application Review Date

The First Review Date for this job is: 11/26/2025.

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Responsibilities

Systems Analysis, Configuration, and Technical Support

- Performs technology-based analysis and configuration in the Student Information System (PeopleSoft Campus Solutions) Financial Aid, Records & Enrollment and Academic Advisement modules as well as the Slate Graduate Admissions system.
- Applies technical expertise and business analysis concepts to identify, evaluate and define complex systems scope and objectives with an understanding of applicable business practices, processes, systems and industry standards to meet end-user needs.
- Provides technical expertise in identifying, evaluating and developing complex systems and procedures. Creates complex specifications for systems to meet end-user requirements. Involved in developing complex user interface designs.
- Plans and executes smoke, unit integration, regression, and user acceptance testing.
- Gathers, analyzes, prepares and summarizes business and user needs, documenting requirements and revising existing system and process logic issues as necessary.

User and Systems Support

- Provides user and system support for the Student Information System (PeopleSoft Campus Solutions) and the Slate Graduate Admissions system, serving users in Graduate Division Student Services and academic programs.
- Participates in cross-functional teams to troubleshoot, document and address complex business or systems issues.
- Recommends and implements changes in processes and procedures.
- Collaborates with Business Systems Analysts (BSAs) within Graduate Division as well as in other units across campus (including the Student Information System teams) as needed, including performing general system maintenance, configuration, production support, and data cleanup tasks.
- Analyzes, reviews, categorizes, addresses, and provides customer support for Tier 2 requests using the ticketing system, escalating as needed.
- Provides user support and training on new applications, as needed.

Professional Development and Other Duties

- Attends required meetings.
- Other duties as assigned.
- Engages in continuous professional development and training.

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Required Qualifications

- Demonstrated knowledge of PeopleSoft Campus Solutions, student portal or self-service, and graduate student lifecycle.
- Thorough knowledge of business and process analysis functions and procedures, especially graduate funding.
- Thorough knowledge of enterprise software design and implementation.
- Demonstrated thorough knowledge of Google Suite.
- Demonstrated self-motivated worker with ability to work independently and as part of a team.
- Able to learn effectively and meet deadlines.
- Demonstrates problem solving skills.
- Demonstrated ability to work effectively and collaborate with individuals and groups from a wide range of backgrounds, experiences, and perspectives.
- Demonstrated effective communication and interpersonal skills.
- Interpersonal and communication skills and demonstrated ability to communicate technical information to technical and non-technical personnel at various levels in the organization.
- Demonstrated knowledge of requirements gathering to inform system design.
- Demonstrated knowledge of IT collaboration & ticketing systems such as JIRA, Slack, and Service Now.
- Demonstrated knowledge of the Financial Aid, Records & Enrollment, and Academic Advisement modules of Campus Solutions.
- Demonstrated experience with creating/maintaining reports using PeopleSoft Query Manager.
- Demonstrated testing and test planning skills.
- Demonstrated data analysis skills and tools.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Knowledge of and experience with the Slate Admissions software system.
- In-depth understanding and skill in process and systems requirement documentation standards, such as Use Case modeling, User Story creations and narrative description.
- Strong skills and knowledge of methodologies associated with analysis of processes and problems, information flow, and architecture.

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 annual salary range that the University reasonably expects to pay for this position is \$82,800.00 - \$116,300.00.

- 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 40% 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

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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

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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N/A

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