

Business Systems Analyst (0657U), Berkeley IT - 82566
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=268704>

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Posted Nov. 26, 2025, set to expire Jun. 30, 2026

Job Title	Business Systems Analyst (0657U), Berkeley IT - 82566
Department	Berkeley IT
Institution	University of California, Berkeley Berkeley, California
Date Posted	Nov. 26, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Information Technology
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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

Campus Applications and Data - Student Information Systems (CAD-SIS) is a unit within Berkeley IT. The unit provides application systems development and best practices for enterprise and unit-specific application software in support of administrative functions, academic functions, and public service. The objective of the Student Information System (SIS) Organization is to maintain and improve the newly implemented student systems. The system includes admissions, enrollment, registration, financial aid, student accounts, advising, and a student portal. Work includes system improvements and service enhancements to better meet the needs of the campus community.

Position Summary

This position will primarily support the custom Campus Solutions Multi Year Funding module, the delivered Campus Solutions Student Financials module, and provide backup support for the delivered Campus Solutions Financial Aid module. The position will work with staff users in the Graduate Division, Accounts Receivables and Financial Aid offices. Involves technology-based analysis of business practices, processes and problems; developing solutions which may involve process design, data and information architecture, software development and policy or procedural changes; creating specifications for systems to meet requirements; validating requirements against needs; designing details of automated systems; developing user interface design; planning and executing unit integration and end-user acceptance testing; may develop training materials for system implementation. May lead cross-functional teams to solve complex business or systems issues.

Application Review Date

The First Review Date for this job is: 12/05/2025.

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Responsibilities

Analyst - Service and Support Team Member Applies advanced technical expertise, service design, and business analysis concepts to:

Perform highly complex analysis of business processes and user needs, documentation of requirements and translation into the proper system and process requirement specifications for Student Financials and the custom Multi Year Funding module in Campus Solutions.

- Apply advanced business systems concepts to define highly complex systems scope and objectives based on both user needs and a good understanding of applicable business systems and industry requirements.
- Initiate and design automated system specifications where there are no standardized policies or procedures.
- Work at the highest technical level of most phases of systems analysis while considering the business implications of the application of technology to the current and future business environment.
- Document service activities in support systems that facilitate quality service metrics reporting.
- Identify and advocate for appropriate support resources needed to deliver service within established service levels.
- Lead service teams comprised of support and technical specialists to facilitate support and planning for service improvement projects.
- Establish and maintain support model and service documentation (e.g., knowledgebase, trainings/workshops, consultations, web-presence, etc.).
- Define and monitor support processes, key performance metrics, and resources required to deliver the service within established service levels.
- Manage service communications to stakeholders, constituents, and "customers"; and coordinate feedback from the community regarding future directions.
- Coordinate "Tier 2" incident/problem management. Lead and/or organize the work of student employees.

Project Team Member

- Serves as a member of cross-functional service improvement project teams to:
- Provide technical expertise in identifying and; evaluating user requirements, and developing efficient and user-friendly systems solutions to complex business processes and procedures initiatives.
- Apply advanced business systems concepts to design details of complex automated systems.

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- Coordinate functional, design, and technical teams to facilitate complex service implementation/transition projects: rollout (operationalization), improvements, and decommissioning.
- Gather, analyze, prepare, and summarize business and user needs, documenting requirements, and revising existing system logic difficulties as necessary.
- Develop complex user interface designs that provide intuitive and simple user experiences.
- Plan and executes complex unit integration and acceptance testing.
- Provide input to Requests for Proposals (RFPs) or write portions of RFP documents.
- Provide user support and training on new applications.

Professional Development & Other Duties

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

Required Qualifications

- Requires knowledge of Campus Solutions Student Financials module.
- Advanced knowledge of related areas of IT.
- Knowledge relating to and/or can quickly learn the design of processes and software across the organization.
- Advanced skills and methodologies associated with process and software design, modification and implementation.
- Demonstrated skills needed to develop process and system implementation plans.
- Demonstrated experience with process analysis, systems analysis, process architectures and systems analysis methodologies and practices including traditional waterfall, Agile, Agile Scrum, et cetera.
- Understanding and skill in complex process and systems requirement documentation standards, such as Use Case modeling, User Story creations and narrative description.
- Demonstrated ability to work effectively and collaborate with individuals and groups from a wide range of backgrounds, experiences, and perspectives.
- Demonstrated ability to work successfully on remote teams.
- Self-motivated and works independently and as part of a team.
- Able to learn effectively and meet deadlines.
- Demonstrates problem solving skills.
- Advanced knowledge of business processes and procedures as well as business and process analysis functions.

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- Demonstrated testing and test planning skills.
- Demonstrated effective communication and interpersonal skills.
- Demonstrated ability to communicate technical information to technical and non-technical personnel at various levels in the organization. Interpersonal and communications skills to work with both technical and non- technical personnel at various levels in the organization.

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 - \$140,597.00.

- 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 full remote work. The current team is fully remote. Final arrangements will be determined in partnership with the position's supervisor to ensure alignment with role responsibilities and department requirements, and are subject to change.

Conviction History Background

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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](#)

[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.

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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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