

Academic Analyst (7715U) 50769
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=220183>

Downloaded On: May. 9, 2024 3:39am

Posted Aug. 24, 2023, set to expire Jun. 30, 2024

Job Title Academic Analyst (7715U) 50769
Department East Asian Languages & Cultures
Institution University of California, Berkeley
Berkeley, California

Date Posted Aug. 24, 2023

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Human Resources

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Apply By Email

Job Description

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About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and

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commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and [our Strategic Plan](#).

Departmental Overview

Works in the administrative cluster supporting East Asian Languages & Cultures, the Group in Buddhist Studies, South and Southeast Asian Studies, Asian Studies, Ancient History and Mediterranean Archaeology, and Ancient Greek and Roman Studies comprising 50 approximately 50 senate faculty, 50 continuing and pre-six lecturers, 8-10 postdocs, 10-15 visiting scholars. The department descriptions follow:

[East Asian Languages and Cultures](#) is the core department for East Asian Humanities on campus, and home to the Chinese, Japanese, Korean, Mongolian, and Tibetan language programs. As the campus center for teaching and research in the literatures and cultures of East Asia, our mission is to train students to understand the texts (written, as well as visual, aural, and material) at the core of its literary, religious, and philosophical traditions. Our curriculum centers on the acquisition of the modern and classical forms of the languages, the informed and engaged reading of a wide variety of East Asian texts in their historical and cultural contexts, and the development of effective writing skills and critical thinking.

[The Group in Buddhist Studies](#), which is comprised primarily of faculty from the Departments of East Asian Languages and Cultures and South and Southeast Asian Studies, offers an interdisciplinary program of study and research leading to a Ph.D. degree in Buddhist Studies.

[Berkeley's Asian Studies MA](#) is an interdisciplinary degree program that provides students with access to the university's world-renowned faculty and facilities. The MA program cuts across conventional

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disciplinary lines, providing students interested in regions from northeast Asia to south and southeast Asia an opportunity to take courses in the humanities and interpretative social sciences, and conduct in-depth research in their specialty. Students engage in course work in multiple departments, gain reading knowledge of at least one - and often two - Asian languages, and have the flexibility to design a cross-disciplinary individual program according to their own interests and approaches.

[The Department of Ancient Greek and Roman Studies](#) (formerly known as the Department of Classics) at UC Berkeley is a leading center for the study of Greco-Roman antiquity, offering excellent undergraduate and graduate education in the language, literature, history, philosophy, religion, and archaeology. It is the intellectual home of a distinguished faculty, excellent graduate students, and an extraordinarily talented and diverse group of undergraduates. Our community is also enriched by many visiting scholars, including the annual Jane K. Sather Professor of Classical Literature.

[The Department of South & Southeast Asian Studies](#) at UC Berkeley offers programs of both undergraduate and graduate instruction and research in the languages and civilizations of South and Southeast Asia from ancient times to the present. It provides specialized training in the areas of literature, philosophy and religion, as well as general cross-disciplinary studies of the civilizations of South and Southeast Asia.

[The Graduate Group in Ancient History and Mediterranean Archaeology \(AHMA\)](#) offers a PhD program for students committed to the study of the greater Mediterranean world in antiquity, from the North Atlantic to Central Asia, and from southern Central Europe to northern Africa. AHMA students work with literary, archaeological, epigraphic, papyrological, and numismatic evidence to advance our understanding of the ancient Mediterranean.

Application Review Date

The First Review Date for this job is: May 10, 2023

Responsibilities

- Provides strategic advice and counsel to unit head by analyzing and interpreting system-wide and organization policies, collective bargaining agreements, academic personnel procedures and practices.
- Coordinates the academic search process for lecturer pools and senate faculty including placement of ads, drafting of search plans, and conducting the initial screening of materials submitted, coordinating with Search Chair.
- Counsels Senate and non-Senate faculty and other academic staff concerning moderate to

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complex work-related problems.

- Analyzes and interprets guidelines and policies to provide advice and counsel to unit clients on issues such as compensation, work-eligibility (visa) matters such as H1-B processing or PR application, and benefits considerations.
- Facilitates/manages the academic review processes, identifying issues relating to policy and compensation.
- Analyzes, schedules and manages merit and promotion cases for senate and non-senate faculty.
- Handles all lecturer, visiting scholar, and postdoc initial appointment, reappointment, and terminations for academic year and summer sessions.
- Develops and maintains communication channel with L & S Dean's Office, attends training sessions on new policies; requests confidential advice.
- Participates in career and professional development; serves on department, college and campus committees as needed and represents department at appropriate campus-wide meetings.

Required Qualifications

- Requires thorough knowledge of or ability to learn how to apply/interpret organization and college policies and procedures which govern academic HR.
- Thorough knowledge of or ability to learn organization and college goals, priorities and values and the legal and human implications of decisions.
- Thorough knowledge of or ability to learn systemwide and organization policies, union contracts, procedures and practices that govern academic HR administration.
- Knowledge of trends in academia, especially in areas of academic planning, human resource management and administration.
- Ability to analyze complex management issues, develop project scope and solutions, give professional advice to senior officials and make critical decisions regarding personnel.
- Ability to communicate effectively with diverse audiences.
- Excellent critical and innovative thinking to address moderately complex issues and present nuanced analyses.

Education

- Bachelor's degree in related area and / or equivalent experience / training.

Salary & Benefits

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This is a full-time, career position that is eligible for full UC Benefits. This position is eligible for a hybrid remote work schedule.

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 range that the University reasonably expects to pay for this position is \$74,300.00 - \$110,000.00.

How to Apply

To apply, please submit your resume and cover letter.

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.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant see:

https://www.eeoc.gov/sites/default/files/migrated_files/employers/poster_screen_reader_optimized.pdf

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For the complete University of California nondiscrimination and affirmative action policy see:
<http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>

To apply, visit

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

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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