

Project Analyst (7397U) - Mathematical & Physical
Sciences
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=234257>

Downloaded On: May. 16, 2024 6:40am

Posted Apr. 5, 2024, set to expire Jun. 30, 2024

Job Title	Project Analyst (7397U) - Mathematical & Physical Sciences
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Apr. 5, 2024
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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Project Analyst (7397U) - Mathematical & Physical Sciences

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

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transformative opportunity it provides to a large and diverse student body; its public mission and 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](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and 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 staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

The Division of Mathematical & Physical Sciences (MPS) in the College of Letters & Science is one of the largest academic divisions on campus, with an annual budget of approximately \$138M, 130 permanent faculty FTE, and undergraduate enrollment which averages over 19,000 per semester. Its academic departments include Physics, Mathematics, Astronomy, and Earth & Planetary Sciences. The Division of Mathematical & Physical Sciences is also home to the Berkeley Seismological Laboratory, CalTeach, Berkeley Nanosciences and Nanoengineering Institute, and several related research centers.

The Department of Earth & Planetary Science, within MPS is one of the top ranked programs in the USA with 6 major specializations and several interdisciplinary programs in atmospheric science, climate, environmental geoscience, marine geophysics and planetary science. It has links to programs in the Departments of Chemistry, Astronomy, Geography and Environmental Science and Policy Management. The department consists of 40 faculty, including adjuncts and emeritus, approximately 60 graduate and 150 undergraduate majors, 30 post-docs and visitors, several researchers and 9 staff

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FTE. Research, education and service in EPS is driven by a fundamental human curiosity about the past, present and future of Earth and other planets. We underpin our intellectual mission with a comprehensive dedication to equity, accessibility and inclusion for all.

The Department of Astronomy is one of four academic departments in MPS. In Astronomy we learn and teach the secrets of the Universe through high-tech experiments, state-of-the-art observations, intensive computation, deep thought, and innovative educational and outreach experiences. It is our mission to do so in an environment that is welcoming and inclusive. Additionally, the Astronomy Department is programmatically closely associated with three ORUs and centers; the Theoretical Astrophysics Center and the Center for Integrative Planetary Science, and the Radio Astronomy Lab.

The Project Policy Analyst is responsible for applying acquired job skills, policies, and procedures to complete substantive assignments, projects, and tasks of moderate scope and complexity. This professional exercises judgment within defined guidelines and practices to determine appropriate actions, addressing a variety of policy, research, and procedural issues. Key responsibilities include conducting analytical studies, supporting project management efforts, coordinating communication and outreach activities, and providing consultative services regarding policies and procedures. The ideal candidate possesses strong analytical skills, proficiency in project management and coordination, excellent communication abilities, and the ability to exercise professional judgment effectively.

Application Review Date

The First Review Date for this job is: April 18, 2024 - Open Until Filled

Responsibilities

Analytical Studies and Research Support for the Division of Mathematical & Physical Sciences (MPS):

- Conducts in-depth analytical studies on various policies, research initiatives, programs, and issues, utilizing professional or research concepts.
- Gathers, analyzes, and synthesizes analytical and factual data from multiple sources to prepare comprehensive reports and analyses.
- Provides insightful recommendations and guidelines based on thorough analysis, addressing complex issues and their significance for internal and external stakeholders.
- Applies advanced analytical techniques and methodologies to evaluate alternatives and make sound recommendations, contributing to informed decision-making processes.

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Project Management and Coordination:

- Assists in project management activities by contributing to the development, implementation, and monitoring of project plans and deliverables, ensuring adherence to defined guidelines and practices.
- Coordinates program planning and collaboration with program and project staff, facilitating effective teamwork and communication to achieve project goals.
- Manages logistics and coordination for events related to projects and programs, overseeing all aspects from planning to execution to ensure successful outcomes.
- Develops, maintains, and manages a shared file management system to organize project documents and resources efficiently, ensuring accessibility and accuracy of information.

Project Documentation and Participation:

- Actively participates in discussions, meetings, and decision-making processes, documenting key discussions, decisions, and follow-up items accurately and comprehensively.
- Provides consultative services to department administrators and other stakeholders, interpreting, monitoring, and analyzing information regarding policies and procedures.
- Prepares and organizes information for use in discussions and meetings, ensuring that relevant data and materials are readily available and effectively utilized.

Communication and Outreach:

- Collaborates with stakeholders to plan, prepare, and execute communication and outreach materials, including website updates, flyers, posters, and course advertisements.
- Liaises with graphic designers and other relevant parties to create visually appealing and engaging materials that effectively convey key messages.
- Prepares, edits, and modifies various documents for internal presentations and external outreach efforts, ensuring clarity, accuracy, and alignment with organizational standards and objectives.

Professional Development and Support:

- Actively engages in professional development activities to enhance skills and knowledge relevant to the role, staying abreast of emerging trends and best practices in the field.
- Coordinates and supervises the work of multiple student assistants, providing guidance, support, and direction to ensure the successful completion of assigned tasks.

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- Applies policies and procedures to complete substantive assignments, projects, and tasks of moderate scope and complexity, exercising judgment within defined guidelines and practices to determine appropriate action.

Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training.
- Working knowledge of common organization- or research-specific and other computer application programs.
- Proficient in communication and interpersonal skills to communicate effectively, both verbally and in writing.
- Proficient in ability to use discretion and maintain all confidentiality.
- Demonstrates ability to use sound judgment in responding to issues and concerns.
- Demonstrates ability to analyze, research and synthesize large amounts of data with strong attention to detail.
- Proficient in ability to multi-task with demanding time frames.
- Working knowledge of applicable policy analysis techniques.

Preferred Qualifications

- Knowledge of navigating in or working in Open Berkeley.

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.

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The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$28.30 to \$38.51 hourly. This is a 100% FTE career position eligible for full benefits.

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, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

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

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Contact Information

Please reference Academickeys in your cover letter when
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Contact

N/A

University of California, Berkeley

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