

Academic Programs Analyst (7397U) 67773
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=234811>

Downloaded On: May. 21, 2024 4:56am

Posted Apr. 17, 2024, set to expire Jun. 30, 2024

Job Title Academic Programs Analyst (7397U) 67773
Department
Institution University of California, Berkeley
Berkeley, California

Date Posted Apr. 17, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Educational Services

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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](#).

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 Academic Planning facilitates excellence in research and education at UC Berkeley. We oversee the overall academic direction of the university, steward space in university facilities, and facilitate strategic international partnerships. In fulfilling these goals, we collaborate closely with the schools, colleges, departments, and organizations across the campus, looking for synergies across organizational and disciplinary boundaries, and supporting the growth and development of emerging academic disciplines. A complete listing of programs and reporting units may be found at the Division of Academic Planning website: vpap.berkeley.edu.

Within the Division is the Office of Academic Program Reviews, which supports UC Berkeley's efforts to sustain excellence in each scholarly discipline, as well as in pedagogy and research, while fostering a vibrant and inclusive academic community aligned with the university's priorities. Emphasizing forward-looking perspectives, the Academic Program Review (APR) process ensures a comprehensive evaluation of academic units, facilitating ongoing enhancement both within units and institutionally.

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This process is fundamental to Berkeley's institutional accreditation by the Western Association of Schools and Colleges (WASC), underscoring its significance in sustaining the university's academic standards and vision for the future. The APR team provides advice, analytical, and logistical support throughout each academic unit's APR process.

Position Summary

The Academic Programs Analyst position supports the APR director with all aspects of the APR process.

Application Review Date

The First Review Date for this job is: 04/30/2024.

For full consideration, please apply by Wednesday, May 8, 2024.

Responsibilities

Under the direct supervision of the APR Director, this role assists in the logistical coordination and execution of multiple APRs across UC Berkeley's colleges and schools. This entails:

- managing multiple deadlines effectively.
- conducting biographical research on potential external reviewers.
- arranging lodging and travel reservations as required.
- managing meeting room reservations.
- day-of logistical arrangements for APR site visits.
- collaborating with departmental liaisons.
- serving as a notetaker during APR site visits and associated meetings.

Assists the APR Director in overseeing APR accountability matters. Under the direct supervision of the APR Director this entails:

- overseeing the mid-cycle check-in process, involving analyzing previous outcome reports, synthesizing data, initiating mid-cycle check-in communications, and managing communication with department liaisons.
- the ongoing responsibility of regularly providing updates to the APR Director, the Assistant Vice Provost, and the Vice Provost for Academic Planning on the status of the aforementioned information.

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Under the direct supervision of the APR Director, conducts research, analysis, and interpretation of observations and data from various sources to identify underlying themes and provide recommendations. May create briefings and reports that reconcile multiple sources and diverse perspectives.

Actively manages a variety of campus datasets, which encompass historical APR data, Academic Planning data pertinent to WASC accreditation, accreditation letters for individual programs or schools, and APR mid-cycle check-in information.

Provides support to the Assistant Vice Provost and Chief of Staff for the Division of Academic Planning on an as-needed basis for projects and tasks. Conducts analytical studies on a range of policies, research initiatives, programs, and issues. The incumbent may act as an additional backup to the Division's Executive Assistant when required.

Engages in professional development opportunities, including Diversity, Equity, Inclusion, Belonging, and Justice (DEIBJ) development.

Required Qualifications

- Working knowledge of and/or can quickly learn 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.
- Proficient in ability to multi-task with demanding timeframes.
- Skills in project management with strong attention to detail.
- Ability to synthesize information from several different sources into logical and actionable observations and recommendations.
- Bachelor's degree in related area and/or equivalent experience/training.

Salary & Benefits

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This is a 100% full-time (40 hrs a week) non-exempt career position, which is paid hourly and eligible for UC 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 salary or hourly range that the University reasonably expects to pay for this position is \$33.52 - \$38.32.

How to Apply

To apply, please submit your resume and cover letter.

Other Information

This is not a visa opportunity.

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.

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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

Contact Information

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

Contact

N/A

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