

**Social Welfare Dean's Office Project Analyst (7399U) -
56454**
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=218924>

Downloaded On: May. 9, 2024 3:13am

Posted Aug. 1, 2023, set to expire Jun. 30, 2024

Job Title	Social Welfare Dean's Office Project Analyst (7399U) - 56454
Department	Berkeley Social Welfare
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 1, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Social Work
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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

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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

Berkeley Social Welfare is one of the nation's leading social work graduate programs. As part of the world's top ranked public university, the School of Social Welfare is producing new knowledge for the common good and training the next generation of social work thought leaders dedicated to serving society's most vulnerable members. Known for combining rigorous scholarship with outstanding education, the School of Social Welfare offers MSW and PhD programs as well as an undergraduate major. Since 1944, the School has prepared nearly 12,000 social work professionals for leadership positions in the public and nonprofit human service sectors. Berkeley Social Welfare graduates are dedicated to meeting the growing needs of marginalized, underserved and other vulnerable populations.

The incumbent will research, analyze and develop solutions to a wide range of highly complex issues, including leading quality and system improvement processes within the Dean's Office at the School of Social Welfare. They will be responsible for student financial support (ex. scholarships, fellowships) resource stewardship. They demonstrate independent, good judgment in selecting methods and

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techniques for obtaining solutions, and primarily deal with policies, programs, business contracts, grants, and proposals, which are complex in nature and diverse in scope. This position also develops new programs, policies or procedures for possible implementation in collaboration with faculty, researchers, and other administrators.

Application Review Date

The First Review Date for this job is: 08/11/2023.

Responsibilities

Provides analyses for complex budget, financial, academic, data, systems and resource projects including problem identification, costs, benefits and options through collaborative working relationships with all levels of employees.

Financial Award Overview

- Develops long-term goals for graduate student support programs and coordinates all departmental funding sources into annual financial aid strategy that advances the School's mission.
- Interprets, executes and recommends modifications to departmental financial aid policies.
- Exercises professional judgment to determine allocation of aid awards under complex, specialized regulations or for escalated cases.
- Recommends packaging policies and strategies for allocation of departmentally managed awards that include other sources (ex. Berkeley Fellowships, Chancellor's Fellowships, etc.) to faculty.
- Manages block grant allocation based on continuing student financial commitments.
- Creates new doctoral funding packages that align with long-term projections.
- Evaluates and awards departmental fellowships to incoming and continuing MSW students based on need and/or merit eligibility.
- Implements annual Professional Degree Supplemental Tuition (PDST) return-to-- aid plan.
- Provides ongoing financial aid counseling to current and prospective students.
- Facilitates resolution of extremely sensitive, specialized, and complex financial aid issues.
- Liaises with other University offices such as Financial Aid, Graduate Fellowships, and Billing and Payment Services as appropriate.
- Keeps students, faculty, and staff informed of changes in Graduate Division and other relevant funding and financial aid policies.
- Content manager for "Funding Opportunities" portion of the School of Social Welfare website.
- Coordinates, implements, evaluates, and reports on government, agency, or donor aid programs.

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- Consults with external agencies on procedural issues or individual student's eligibility.
- Interprets regulations and develops or recommends procedures to ensure compliance and accurate aid delivery.

Financial Award Process and Data

- Creates annual processing schedule.
- Creates and/or uses a database to perform needs analysis and assess eligibility.
- Develops new, or makes changes to existing, financial aid forms and work-flow routing.
- Reconciles complex student data from multiple sources.
- Identifies difficult-to-resolve mismatches and errors from external and internal sources.
- Analyzes exception reports to determine necessary changes in database programming or procedures to allow automated packaging of aid.
- Maintains overall student financial support data and creates reports for faculty or committees.

ASE/GSI/GSR Hiring Support

- Using professional UC Academic HR concepts, apply campus and/or system wide policies and procedures to resolve a limited range of Academic Student Employee (ASE) issues.
- Exercise independent judgment within defined procedures and practices to determine appropriate hiring actions.
- Assist with management of GSI course assignments, and work with Departmental Faculty GSI Advisors to meet University requirements for training of GSIs.
- Advises prospective Graduate and Undergraduate students on the GSI application process and appropriate courses for them to serve.
- Recommend GSI assignments factoring in relative classroom strengths and weaknesses, and course subject-matter knowledge of individual GSIs as matched to course content and instructor.
- Advise faculty of qualified, competitive, and high-priority GSI applicants for their courses.
- Handle exceptional cases, and recommend GSI assignments in special cases after routine assignments have been completed.
- Maintain and update GSI database.
- Implements procedures to ensure student compliance with academic appointment and fellowship requirements, and collaborates to resolve non-compliance issues.
- Assist with administering policies and programs in recruiting, instructional labor relations, wage and salary administration, and training.
- Provide statistical and tracking data for departmental leadership.

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- Participate in annual reporting and planning.

Course Planning Support

- Guides and directs planning which may include senior campus management, faculty, and/or external constituencies.
- Working with a high degree of independence, in consultation with Chair/faculty committee, determines courses to be offered each term based upon department major requirements for B.A.S.W. and graduate degrees, enrollment trends, course restrictions, and faculty availability.
- Projects future course planning based upon faculty availability, taking into account sabbaticals, fellowships and grants, internal and external administrative assignments, and courses taught in other departments.
- Utilizes and develops technology and database tools to evaluate and recommends courses of action when complex curricular issues (ex. conflicts among space, scheduling, curricular requirements, etc.) arise and new courses, programs are introduced.
- Facilitates new course approval and curriculum revisions through interaction with the Coordination of College Policy, Academic Senate, or similar organization.
- Makes recommendations to improve policies and procedures where needed.

Academic Program Support

- Provides highly complex analyses across a broad spectrum of programs, policies and initiatives or provides in-depth, complex analyses as a specialist in one policy field.
- Works with program leadership to identify and pursue funding opportunities and revenue streams.
- Participates in the program budgeting and accounting processes to support a self-supporting/sustaining financial infrastructure of the academic or research program.
- Serves on committees representing the program, participating in short term and long-term planning.
- Serves as the project manager for business contracts, new workforce sponsored projects, and revenue generating opportunities.
- Liaises with other campus offices and the faculty lead.
- Advises on relevant policies and procedures.
- Works with faculty, dean's office staff, and program staff to develop and ensure appropriate systems, protocols, and data collection/management guidelines are in place for each program area resulting in the timely and effective delivery of programmatic requirements.
- Collaborates with others on the identification and execution of purchasing, events, financial

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management, hiring, etc. that support the implementation and sustainability of new programs.

- Develops and coordinates policy or program communications; formulates strategies for education and enforcement.
- This includes writing and editing of documents including progress reports, presentations, and proposals related to program deliverables, additional funding support and management for internal and external stakeholders.
- Assesses program's effectiveness, and recommends changes to program's content, policies and procedures accordingly.
- Leads quality and system improvement processes for programmatic activities.
- Examples: FlexMSW, HCAI Social Work Education Capacity Expansion.

Various Project Management

- Leads and directs a wide variety of projects and follows through with all levels of employees and individuals inside and outside the organization.
- Develops project plans and ensures timely execution for a variety of projects that other units on campus request of academic units and internal business process documentation and improvement projects.
- Examples: Accessibility, Facilities & Administration Space Planning, Business Continuity, New Academic and Staff HR Forms, New Student Forms.

Supervision & Job Description Support

- May lead a team of lower level analytical, administrative staff, and/or student employees.
- May support the development of job descriptions needed to administratively support new programs.

Other duties as assigned.

Required Qualifications

- Thorough knowledge of and/or can quickly learn campus processes, protocols and procedures.
- Thorough knowledge of organizational or initiative processes, protocols and procedures.
- Advanced knowledge of common campus-specific computer applications and other computer application programs, including Google Workspace, Microsoft Excel and Word and other data analysis software.

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- Experience using complex databases; ability to define specifications for database programming.
- Advanced knowledge of policies, regulations, and practices for awarding and reconciling financial aid; specialized knowledge of particular programs.
- Ability to interpret complex policies and develop procedures to ensure compliance.
- Advanced analytical and problem-solving skills.
- Advanced knowledge of applicable policy analysis techniques.
- Ability to use discretion and maintain all confidentiality.
- Advanced project management and process improvement and implementation skills.
- In depth ability to use multiple spreadsheet and database software tools to accurately gather information for specialized, complex analysis, program management, proposals and reports.
- Advanced interpersonal skills at all levels within the organization and ability to communicate effectively both verbally and in writing; advanced service orientation and critical thinking skills; and attention to detail.
- In depth ability to use organizational skills to multi-task in a high-volume environment.
- Ability to adapt to changing priorities.
- Ability to function as a member of a team.
- Ability to train and direct other staff members to administer program operations.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Master's in Social Work or in related area.

Salary & Benefits

This is a 1yr, full-time (40 hours/week), contract appointment, eligible for UC benefits with the possibility of extension. This is a monthly paid, exempt position.

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

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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 \$85,800.00 - \$104,300.00.

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% remote work.

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.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

Referral Source Info

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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 email** address in the **Specific Referral Source** field. Please enter only one name and email.

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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