Position Overview
Do you want an opportunity to do work that will positively impact every other student on campus? Then consider joining the **Student Information Systems (SIS) Project** Security team. The SIS Project is a complex, multi-year initiative that will replace the University's aging, disparate and outdated systems with an integrated, centralized system. The Security Team coordinates all the security activities in support of the SIS Project.

The Student Assistant provides administrative and organizational support to the Security Team. For example, the Student Assistant will identify and organize system access requests, verify that security requirements have been met, and create documentation that provides clarity on non-intuitive concepts/workflows.

Working on the SIS Project is a demanding job - the expectations are very high - but the rewards are great. You'll be part of a multi-disciplinary team consisting of professional and student administrators, developers, project managers, and support staff. The outcomes of the project will impact the campus for years - even decades - to come.

To apply, submit your cover letter and resume to Kamyar Marashi at kamyar@berkeley.edu.

Perks
- The project office is conveniently located on the south side of campus at 2850 Telegraph Ave in Berkeley.
- After an initial training period, you may be able to work remotely.
- You will be working on a enterprise-wide IT project gaining direct experience that can help launch your career.
- You can make your ideas about how to make the online web experience for students, staff & faculty a reality.

Qualifications

**Required**
- Strong organizational and administrative skills.
- Ability to interact professionally with a diverse group of clients and staff.
- Friendly and approachable.
- Responsible and dependable.
• Ability and motivation to learn new skills.
• Microsoft Excel.
• Minimum GPA of 2.0.
• Successful completion/clearance of a UC criminal background check and fingerprinting through the UC Police Department.
• Ability to work 20+ hours/week during Summer 2015.

Preferred
• Desire to learn about Oracle security and enterprise management systems in higher education.
• Technical documentation experience.
• Website development.
• Information Security experience.
• Computer Science majors.
• Commitment to work 15-20 hours/week during the 2015-16 academic year.
• Work-study is a plus.

Terms of Employment
1. The period of employment for this position commences upon hire and may continue through the end of the 2015-2016 academic year pending satisfactory job performance.
2. The position pays a wage of $15 per hour. The student must be a currently enrolled UC Berkeley student with a minimum GPA of 2.0 (2.3 or higher preferred). Students with less than a 2.3 may be asked to limit their work hours.
3. The student is required to work 15-20 hours per week during the academic year and 20-40 hours per week during the summer. A work schedule will be determined in consultation with your supervisor.
4. Initial employment with the SIS Security team is contingent upon the successful completion/clearance of a UC criminal background check through the UC Police Department.
5. The student must complete Family Educational Rights and Privacy Act (FERPA) training.
6. Continued employment is contingent upon satisfactory job performance evaluation by your supervisor.
7. It is a requirement that anyone in this position work in a safe and responsible manner while not putting himself/herself or others at risk. This includes complying with applicable policies and regulations; observing warning signs; learning about potential hazards; and reporting unsafe conditions.

Job Duties

Systems Access Provisioning
• Identify and organize system access requests by interacting with team members and verifying requirements have been met.
• Build upon existing Cal Access html page to transform the user experience around provisioning requests.
• Create documentation that is concise, informative and provides clarity on non-intuitive concepts/workflows.
• Use Microsoft Office tools to analyze, organize and compare data.

Administrative Duties
• Update the Student calendar (bCal) regularly.
• Use jira tickets to track work.
• Attend monthly all-student team meetings.