

Research Program Manager (4330U), Berkeley Public  
Health - 71799  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=243566>

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Posted Aug. 22, 2024, set to expire Dec. 20, 2024

<b>Job Title</b>	Research Program Manager (4330U), Berkeley Public Health - 71799
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Aug. 22, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Research/Technical/Laboratory
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**Job Description**

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**Research Program Manager (4330U), Berkeley Public Health - 71799**

**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](http://grow.berkeley.edu).

### Departmental Overview

The Center for Targeted Machine Learning (CTML) in the School of Public Health's Division of Epidemiology and Biostatistics is an interdisciplinary hub that brings together data scientists, statisticians, computer scientists, and health professionals. Its mission is to improve the research and practice of health sciences through developing and applying Targeted Learning analytics to solve urgent health.

Berkeley Public Health (BPH) aims to improve population health, especially for the most vulnerable, through interdisciplinary collaborations, preeminent education, and transformational research. Established in 1943, BPH is a professional school on the UC Berkeley campus that comprises six academic divisions and nearly 30 research centers and programs. Our department's values include social justice, health as a right, challenging conventional thought, embracing diversity, and creating meaningful impact. We honor our principles of community by centering and valuing everyone in our community; prioritizing prevention while remaining grounded in social justice; promoting safety and respect; practicing self-care and kindness; and remaining optimistic, hopeful, and committed to

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change. Learn more at: [publichealth.berkeley.edu](http://publichealth.berkeley.edu).

## Position Summary

The Center for Targeted Machine Learning and Causal Inference (CTML), within the School of Public Health's Biostatistics & Epidemiology Division, is an interdisciplinary research center for advancing, implementing, and disseminating statistical methodology to address problems arising in public health and clinical medicine. Mirroring the last few years, CTML's project portfolio continues to grow and includes partnerships with Novo Nordisk, Gilead, NIH, NSF, Gates Foundation, and Blue Shield.

Due to our increasing number of granted projects and academic-industry partnerships, CTML is hiring a Research Program Manager (RPM) to provide an exemplary level of research project management, statistical analysis, and compliance services.

## Application Review Date

The First Review Date for this job is: 09/03/2024.

## Responsibilities

- Identifies and pursues funding opportunities and revenue streams.
- The candidate will specifically contribute to two academic-industry partnerships with CTML related to organizing across and within different small to mid-sized project working groups, including developing and tracking project milestones and scheduling working group meetings and broader collaboration project presentations.
- Leading independent statistical analysis, methodological research, and writing peer-reviewed manuscripts in support of academic-pharmacology industry collaboration projects.
- The candidate will contribute to (but not lead) paper submissions involving scientific writing, reviewing data analyses, literature management, and helping to contribute to the interpretation of results.
- Facilitates the efforts of various departments, managers, and outside constituencies to ensure interdisciplinary collaboration.
- Responds to emails and communications in a timely manner and actively participates on video and teleconferences with research partners.
- Debriefs about key discussions to ensure open lines of communication.
- Helps to create a culture where all partners and participants feel valued and included.
- Serves on committees representing the program, participating in short- and long-term planning, disseminating research findings through attendance at conferences and other venues.

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- Attends the monthly external partnership meeting and internal weekly meetings and participates in scientific discussions.
- Manages financial and HR resources.
- Contributes to group discussions and provides input to the research team about staffing issues and budgetary matters.
- This might include hiring, coordinating (i.e., analysts, students) and/or strategizing expenditures based on experience with other, similar research studies.
- Works with program leadership to develop, contribute, and assess the projects' effectiveness and recommend changes to its content, policies, and procedures accordingly.
- Participate in professional development, conferences, and provides public relations support.
- Considers submitting research-related findings to local and international conferences, and participates in those conferences through poster or oral presentations when appropriate.
- Other duties as assigned.
- This may include scientific input on matters when requested by CTML faculty, proofreading scientific documents, or informal meetings with members of the research team to discuss research matters.

### Required Qualifications

- Academic background and/or experience in biostatistics, statistics, epidemiology, and/or machine learning required.
- Strong organizational and project management skills, including tracking tasks (e.g., through GSuite) and preferred project management software, and reminding collaborators on completing tasks.
- Prior experience in collaborative academic research and peer-reviewed publication.
- Advanced knowledge of administrative, budgetary, human resources and financial principles.
- Solid communication skills to communicate effectively in a clear and concise manner with all levels of collaborators, both verbally and in writing.
- Strong interpersonal skills and ability to work with diverse groups to achieve results.
- Strong ability to think creatively and independently on concepts requiring advanced analytical skills.
- Strong ability to work collaboratively with internal and external peers, researchers, and managers.
- Solid understanding and/or experience in higher education or granted research fundraising.
- Master's degree in biostatistics, statistics, epidemiology, or related area and/or equivalent experience/training

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### Preferred Qualifications

- Statistical computing skills, especially in R.
- Working skills in data preprocessing/cleaning, statistical analysis, systems programming, database design and data security measures, especially regarding large datasets.
- Experience in data analysis consultation.
- Software package development and maintenance.
- Knowledge of causal inference and machine learning methodologies, design of clinical trials, and analysis of electronic health record data.
- Doctorate in related area and/or equivalent experience training.

### Salary & Benefits

This is a 2yr, full-time (40 hours/week), contract appointment, eligible for UC benefits with the possibility of extension with continued funding. 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 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 annual salary that the University reasonably expects to pay for this position is \$102,000.00 - \$120,000.00. The full range for this classification is \$88,900.00 - \$163,900.00.

### How to Apply

- To apply, please submit your resume and cover letter.

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### Other Information

- This is not a visa opportunity.
- This position is eligible for up to 50% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

### 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 [https://apptrkr.com/get\\_redirect.php?id=5559454&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5559454&targetURL=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/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)

### 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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