

Clinical Research Coordinator (9612C), Helen Wills
Neuroscience Inst - 71985
University of California, Berkeley

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Posted Aug. 26, 2024, set to expire Dec. 21, 2024

Job Title	Clinical Research Coordinator (9612C), Helen Wills Neuroscience Inst - 71985
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 26, 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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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 UC Berkeley Center for the Science of Psychedelics (BCSP) is a new multidisciplinary research center exploring psychedelics.

Our work has three key pillars; 1) world-leading academic research into the role and nature of psychedelics, 2) a best-in-class training program for psychedelic-assisted therapists, and 3) an agenda-setting program of public education & journalism about psychedelic science, history, politics, culture, and therapeutic value.

Position Summary

The Clinical Research Coordinator works directly with the Principal Investigator (PI), Co-Investigators (Co-I's), postdoctoral fellows, and trainees in the performance of duties related to the support and coordination of human subjects research. The primary duties include, but are not limited to, screening, enrollment, and tracking of research participants; preparation of experiment materials and protocols;

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data collection using a variety of techniques (such as behavioral testing and surveys and questionnaires); assisting with the maintenance of the participant database. SRA will participate in data analysis under supervision and will work alongside a diverse team of staff and volunteers. Regular meetings with the supervisors and research team are expected.

Application Review Date

The First Review Date for this job is: 09/05/2024.

Responsibilities

Research coordination/subject management:

- Assist with compiling and organizing study materials; assist with recruitment, working with Investigators to assure inclusion/exclusion criteria are met for screening purposes, scheduling visits, enrolling, and tracking of research subjects; maintain study binders; evaluate and implement effective subject recruitment strategies under the direction of the PI.

Data management:

- Assist with database organization and maintenance; screening for inaccuracies and conducting quality control checks of incoming research data.

Meetings and check-ins:

- Regular meeting with supervisor and team; work alongside a diverse team of researchers and trainees.

Data collection:

- Prep experimental materials for assessments; data collection using a variety of experimental techniques (behavioral testing and surveys and questionnaires); monitor experimental procedures under the supervision of the PI.

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Required Qualifications

- Ability to establish cooperative working relationships with participants and co-workers.
- Excellent verbal and written communications and presentation skills; excellent organizational skills; and excellent interpersonal skills to work effectively in a diverse team.
- Excellent analytical and problem-solving skills.
- Ability to work effectively in a fast-paced, team-based environment; ability to prioritize tasks and meet multiple deadlines on concurrent projects.
- Proficiency with Microsoft Word, PowerPoint, and Windows.
- Good Clinical Practices certification (required before participant contact starts).
- Human Subject Protection certification (required before participant contact starts).
- High School graduation and sufficient experience and demonstrated skills to successfully perform the assigned duties and responsibilities and/or equivalent experience/training.

Preferred Qualifications

- Demonstrated proficiency with research terminology.
- Experience working with participants in a research setting.
- Proficiency with statistical analysis software.
- Certified Clinical Research Professional certification.

Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly 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

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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 that the University reasonably expects to pay for this position is \$60,245.54 (Step 1) - \$70,606.25 (Step 9).

How to Apply

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

Other Information

This position is governed by the terms and conditions in the agreement for the Research Support Professionals Unit (RX) between the University of California and the University Professional and Technical Employees (UPTA). The current bargaining agreement manual can be found at:

<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/rx/index.html>

- This is not a visa opportunity.
- This position is eligible for up to 33% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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

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[https://apptrkr.com/get_redirect.php?id=5568738&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5568738&targetURL=U.S.EqualEmploymentOpportunityCommission) 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

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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