

Research Assistant (6262U) 72792
University of California, Berkeley

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Posted Sep. 11, 2024, set to expire Jan. 8, 2025

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| Job Title | Research Assistant (6262U) 72792 |
| Department | School of Social Welfare |
| Institution | University of California, Berkeley Berkeley, California |
| Date Posted | Sep. 11, 2024 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Professional Staff |
| Academic Field(s) | Research/Technical/Laboratory |
| Apply Online Here | https://apptrkr.com/5624290 |

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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

Located within the world's finest public university and one of the most diverse regions in the nation, the UC Berkeley School of Social Welfare strives to transform the systems that perpetuate poverty and social disadvantage.

Berkeley Social Welfare develops effective leaders and scholars committed to solving complex social problems; produces, disseminates and utilizes research to improve social-service delivery and policy through critical thinking and evidence-based knowledge; and prepares the next generation of culturally-competent social workers, researchers and teachers dedicated to serving the most vulnerable members of our society.

Within the School, the Sexual Health and Reproductive Equity (SHARE) Program is committed to conducting rigorous, community-engaged research to advance the understanding of what it takes for individuals to have the families they envision, to realize reproductive self-determination, and to experience healthy sexuality.

This position will support the California Abundant Birth Project (ABP) Evaluation study. ABP is a

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guaranteed income program for pregnant people with risk factors for preterm birth. Originally a pilot program in San Francisco, the California ABP will serve at least 725 pregnant people in 5 counties (Los Angeles, San Francisco, Contra Costa, Alameda, and Riverside). The California ABP Evaluation Study will focus on the subset of participants who identify as Black or African/American. The Evaluation will use community-based participatory research approaches to understand the impact of ABP on adverse pregnancy outcomes, stress, and mental health.

Application Review Date

The First Review Date for this job is September 23, 2024

Responsibilities

- Participates in the design and implementation of data collection procedures and protocols to ensure study goals are met efficiently and within study budgets, including participating in data collection instrument development, conducting quantitative surveys and qualitative interviews with study participants, abstracting data from medical records, and working with the research coordinator to update the study's Standard Operating Procedures when necessary
- Monitors and analyzes study progress, including assisting with the creation and updating of participant recruitment and retention reports, maintaining rapport and relationships with subjects to ensure effective communication and retention, and ensure participant tracking systems are up to date
- Provides essential administrative support to the study, including assisting with recruitment and consent procedures for study participants, conduct follow-up calls for data collection scheduling, and submitting medical records requests to hospitals
- Assists with implementation of business processes, including distribution of and tracking human subject incentives and submission of reimbursement requests
- May be involved in recruiting and training study interviewers, including training team members on new research protocols, changes in procedures, standard operating procedures, data collection/entry, database procedures, and other procedures Attend and actively participate in regular team meetings
- May propose alternate strategies and design modifications for data collection activities.
- Gathers and analyzes resource data; prepares and summarizes information and / or recommendations.
- Helps to monitor staffing levels for data collector
- Under general supervision, provides analysis of moderately complex survey projects, including participating in group analysis of study interviews and contributing to dissemination activities and publications

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Required Qualifications

- Ability to work well independently, complete projects in a timely manner, and prioritize multiple projects to endure the completion of essential tasks by deadlines.
- Commitment to and demonstrated lived or professional experience working with Black communities.
- Demonstrated strong administrative and organizational skills.
- Proficient in ability to use discretion and maintain all confidentiality.
- Excellent analytical and problem solving skills
- Strong attention to detail
- Working knowledge and experience with primary data collection activities for social science or public health research with human subjects or other relevant experience
- Works well with diverse team members and partners with different types of skill and expertise
- Understanding of the study population to create rapport and a relationship, while also giving insight to what is realistic and appropriate for participation.
- Strong communication and interpersonal skills to communicate effectively, both verbally and in writing, with participants, team members, other departments, and outside institutions
- Able to travel in CA and work evenings/weekends as needed
- Bachelor's degree in related area and / or equivalent experience / training

Preferred Qualifications

- Working knowledge of the design and implementation of data collection procedures and protocols.
- Experience applying the following regulations and guidelines: Health Insurance Portability and Accountability Act (HIPAA) and The Protection of Human Research Subjects

Salary & Benefits

This is a 1-year contract position with flexible, variable hours (24-40 hours per week).

This position is eligible for the full range of 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

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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 hourly range that the University reasonably expects to pay for this position is \$33.52 - \$35.92.

How to Apply

To apply, please submit your resume and cover letter.

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.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

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](#)

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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