Research Partnership Coordinator (7397U) 72788
University of California, Berkeley

Job Title	Research Partnership Coordinator (7397U) 72788
Department	Berkeley Social Welfare
Institution	University of California, Berkeley
	Berkeley, California
Date Posted	Sep. 16, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
	Professional Staff
Academic Field(s)	Research/Technical/Laboratory
	Information Technology
	Graphic Design/Marketing
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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.

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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 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.

i4Y is a cross-disciplinary, innovative research hub within the Schools of Social Welfare and Public Health that addresses issues of youth equity through Cross Disciplinary Collaborative Partnerships, Community Engagement, Training & Mentorship and Youth Voice.

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Position Summary

The Research Partnership Coordinator supports youth-oriented community-engaged research through their knowledge of youth engagement programs, digital media production, project management, and research fundamentals. In collaboration with the Faculty PI(s), i4Y Executive Director and the Research Partnership Director, the Coordinator will support the capacity building of in-service professionals and the generation of knowledge about wellbeing in schools.

The position (1) supports research center infrastructure, (2) supports project management, and (3) contribute to specific projects and programs, including the build out of youth engagement media tools for Tulare County Office of Education's (TCOE) youth partnership program, Friday Night Live (FNL). The primary focus of FNL is to work in partnership with young people, providing programs rich in opportunities and support. The project will design and deliver tools focused on social and emotional learning for youth with an emphasis on media based tools.

Application Review Date

The First Review Date for this job is September 24, 2024

Responsibilities

- Supports research center infrastructure including contributing to (a) the generation of reports and presentations to stakeholders; (b) the creation of orientation materials for new employees and subcontractors, (c) the implementation of team policies and on and off boarding procedures, (d) the creation of communications (e.g., press releases, website, digital media), (e) the coordination of events, and (f) efforts to coordinate the work of multiple student research assistants, each with center oversight and in coordination with campus and departmental staff.
- Supports project management including contributions to:
  (a) the implementation and monitoring of project plans and deliverables, (b) the tracking of DPAs and License Agreements with LEAs, (c) the development, coordination, and maintenance of a shared file management system, (d) the documentation of meeting discussions, decisions, and follow-up items, (e) the administration of SEL courses.
- Team lead in creating and project managing youth engagement protocols and virtual micro-trainings about social and emotional learning. Manage the creation of high- quality, innovative, and engaging video content, as well as oversee video projects from concept to completion (e..g, scripting, staging, editing).
- Applies professional or research concepts to perform analysis of data and systems pertaining to i4Y research center infrastructure, projects, and research. Develops and maintain and reviews

IRB protocols. Supports the development of funding proposals and the co-production of scholarship.

- Coordinates program planning and collaboration with program / project staff. Coordinates events. Coordinates the work of multiple student research assistants.
- Prepares, edits and modifies documents including research reports, manuscripts, presentations and proposals for research team. Generates reports and presentations to stakeholders. Creates communications (e.g., press releases, website, digital media).
- Collects and prepares information for use in discussions, meetings of internal and external constituents. Creates orientation materials for new employees and subcontractors. Implements team policies and on and off boarding procedures.
- On an assigned project basis, performs analytical studies on a variety of PK-12 policies, research initiatives, programs and issues. Participates in and documents discussions, decisions, and follow-up items.
- Provides a variety of analytical duties in support of i4Y research. Implements and monitors project plans and deliverables. Tracks Data Privacy Agreements and License Agreements with LEAs. Contributes to the development, implementation, and monitoring of project plans and deliverables, ensuring adherence to defined guidelines and practices.
- Participates in administrative / research policy and program project planning and development within i4Y. Develops, coordinates, and maintains a shared file management system.
- Provides recommendations and guidelines involving i4Y programs and initiatives. Ensures continuity of efforts.
- Other duties as assigned.

Required Qualifications

- Proficiency in digital media production, including video scripting, staging, editing, and production, graphic and visual content design.
- Proficiency in planning, managing, and executing media production projects.
- Working knowledge of Google and Microsoft applications, Adobe Creative Suite (Illustrator, Photoshop), Canva, or other similar programs.
- Demonstrated proficiency in communication and interpersonal skills for effective verbal and written communication. Capable of contributing to a range of deliverables, including manuscripts, press releases, website content, reports, technical presentations, project deliverables, grant applications, and other research-related products.
- Proficiency in ability to use discretion and maintain all confidentiality, particularly in tracking license agreements, developing and maintaining shared file systems, and monitor on and off boarding of project personnel.
- Demonstrates ability to analyze, research and synthesize large amounts of data with strong

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attention to detail to assist research team.
- Demonstrates ability to produce and disseminate data collection tools.
- Demonstrates ability to multi-task with demanding timeframes, such as supporting team events, monitoring project deliverables, taking meeting notes and tracking action items.
- Bachelor's degree in related area and / or equivalent experience / training

Salary & Benefits

This is a 1-year contract position with flexible, variable hours (30-40 hours per week). This position is eligible for up to 80% remote work within the United States. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs and are subject to change.

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 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 $29.31 - $39.85.

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

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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.

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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