

Project and Policy Analyst (7396U) 73376
University of California, Berkeley

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Posted Oct. 14, 2024, set to expire Feb. 8, 2025

Job Title	Project and Policy Analyst (7396U) 73376
Department	Department of Economics
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 14, 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 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

The Department of Economics is among the largest teaching and research departments at UC Berkeley, and is consistently ranked among the top five in its field worldwide. The department employs 15 departmental staff, approximately 45 ladder-rank faculty, and maintains a total academic membership of approximately 70 including joint appointments, lecturers, visiting faculty and active emeritus.

Application Review Date

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

Responsibilities

- Learns and assists in setting up experiments in the field and online. Coordinates surveys and the data collection process. Responds to any questions from participants. Learns to assist in the set-up and analysis of randomized experiments both online and in the field, and using computational techniques to test predictions of economic theory and to evaluate public policies.
- Learns to apply professional or research concepts to perform analysis of data and systems pertaining to moderately complex projects, policies, initiatives, / processes, and / or functions:
- Assists with research at the forefront of Behavioral, Public, and Labor Economics by analyzing

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public and private datasets using quasi-experimental methods. Learns to conducts data construction, analysis and processing. Learn to performs data analysis using statistical packages such as STATA and perform numerical simulations using languages such as Matlab.

- Edits manuscript drafts for consistency, typos, and statistical accuracy
- Performs reviews of relevant literatures in economics and related disciplines, and related policy briefs.

Required Qualifications

- Skills to learn organization-specific and other computer application programs.
- Basic communication and interpersonal skills to communicate effectively, both verbally and in writing.
- Ability to use discretion and maintain all confidentiality.
- Ability to use sound judgment in responding to issues and concerns.
- Basic skills to analyze and research information and learn to synthesize large amounts of data with strong attention to detail.
- Basic program and project management skills.
- Acquiring knowledge of applicable policy analysis techniques.

Preferred Qualifications

- Bachelor's degree in related area and / or equivalent experience / training

Salary & Benefits

This is a full-time, 2-year contract position. This position is eligible for up to 50% 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

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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 hourly range that the University reasonably expects to pay for this position is \$26.92 - \$29.00.

How to Apply

To apply, please submit your resume and cover letter.

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



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