

YAAH Research Coordinator (7397U), Berkeley Public  
Health - 73940  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=248153>

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Posted Nov. 4, 2024, set to expire Mar. 1, 2025

<b>Job Title</b>	YAAH Research Coordinator (7397U), Berkeley Public Health - 73940
<b>Department</b>	Berkeley Public Health
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Nov. 4, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff Coordinator
<b>Academic Field(s)</b>	Research/Technical/Laboratory
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**Job Description**

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**YAAH Research Coordinator (7397U), Berkeley Public Health - 73940**

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

## Departmental Overview

Berkeley Public Health (BPH) aims to improve population health, especially for the most vulnerable populations, 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 change. Learn more at: [publichealth.berkeley.edu](http://publichealth.berkeley.edu)

Innovations for Youth (i4Y) ([i4y.berkeley.edu](http://i4y.berkeley.edu)) is a cross-disciplinary, innovative research hub addressing issues of youth equity through collaborative research, training, and community

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engagement. Youth and Allies Against Homelessness (YAAH) ([YAAH.berkeley.edu](http://YAAH.berkeley.edu)) is a research lab within i4Y comprised of youth from the community with lived experience of homelessness as well as undergraduate and graduate students who have either experienced homelessness or who have demonstrated a commitment to ending homelessness.\

### **Position Summary**

The YAAH Lab Coordinator/Project Policy Analyst (PPA) is a core member of Youth and Allies Against Homelessness. YAAH is a youth-partnered research group focused on describing and addressing the social determinants of health of youth experiencing homelessness (YEH) led by Professor Auerswald.

The incumbent will be responsible for supporting multiple research projects for the YAAH lab, in collaboration with Professor Auerswald, the Principal Investigator, as well as post-doctoral scholars, graduate students, and undergraduates. The projects include the mixed-method evaluation of state funding for YEH under the Homeless Housing Assistance and Prevention (HHAP) youth set-aside funds; a collaborative project with Covenant House International, the largest provider for youth experiencing homelessness in North America, to expand knowledge regarding the prevention of youth homelessness in historically marginalized populations' and internships to train youth exiting homelessness in community-engaged, youth-partnered research.

The incumbent will be responsible for supporting the day-to-day implementation and management of the research projects.

### **Application Review Date**

The First Review Date for this job is: November 14, 2024. For full consideration, please apply on or before November 18, 2024.

### **Responsibilities**

- Supports administrative tasks associated with managing the research lab, including coordinating internal and external communications and meetings, ensuring maintenance of IRB approvals and amendments, and facilitating and maintaining research partnerships.
- Contributes to coordinating quantitative research activities, including survey development, collecting administrative and survey data from community partners, coding surveys in Qualtrics (training can be provided if necessary), and managing data transmission and storage.
- Contributes to coordinating qualitative research activities, including recruiting and scheduling research participants for focus groups, providing administrative support during the facilitation of

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- focus groups, managing data storage, and coordinating research participant compensation.
- Provides support for the coordination and management of community interns, including assisting in the development of research training curriculum, facilitating the recruitment and onboarding of community interns, providing administrative support during intern training sessions, and supporting intern evaluation efforts.
  - Collaborates on the preparation of documents including research reports, manuscripts, and presentations.
  - Supports the development of grants, proposals, and contracts.
  - Participates in workshops, trainings, and other professional development activities.
  - Other responsibilities that may be assigned.

### Required Qualifications

- Working knowledge of and/or can quickly learn common organization- or research-specific and other computer application programs.
- Proficient in communication and interpersonal skills to communicate effectively, both verbally and in writing.
- Proficient in ability to use discretion and maintain all confidentiality.
- Demonstrates ability to use sound judgment in responding to issues and concerns.
- Proficient in ability to multi-task with demanding timeframes.
- Excellent attention to detail, organizational skills, and strong initiative.
- Experience in community-based research, including communicating and liaising with community stakeholders and coordinating data collection activities.
- Ability to manage communications and task requests from multiple teams and projects to meet deadlines and achieve goals.
- Ability to prioritize and coordinate lab responsibilities with other group members.
- Committed to supporting undergraduate students and community interns receiving training and working on lab projects.
- Experience with qualitative OR quantitative data collection and analysis.
- Demonstrated commitment to and passion for addressing the needs of vulnerable populations (such as people experiencing homelessness, other marginalized youth populations, or other vulnerable populations).
- Experience implementing and evaluating programming for marginalized youth.
- Knowledge of data management systems for the transmission, storage, and management of research data.
- Knowledge of qualitative analysis software OR quantitative analysis software.

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**Education/Training:**

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

**Preferred Qualifications**

- Experience developing grant proposals and managing contracts, memoranda of understanding (MOUs), and scopes of work.
- Experience developing and revising IRB protocols.
- Knowledge of Qualtrics.

**Salary & 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 \$32.50 - \$37.50. The full pay scale for this classification is \$29.31 - \$50.38.
- This is a 12-month, full-time (40 hours/week), contract appointment, eligible for UC benefits with the possibility of extension. This is a non-exempt, bi-weekly paid position.

**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 40% 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 [https://apptrkr.com/get\\_redirect.php?id=5773430&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5773430&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)



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**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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