

Research Assistant (6256U) - 77747
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=256147>

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Posted Apr. 23, 2025, set to expire Jul. 1, 2025

Job Title	Research Assistant (6256U) - 77747
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Apr. 23, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified 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 dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The Possibility Lab at the University of California, Berkeley is a team of policy researchers and practitioners who partner with government and community to design, pilot, and scale data-driven innovations for the public good. We're a mix of faculty, full-time staff, and students who value integrity, rigor, curiosity, and communication. Together, we celebrate our wins, learn from our missteps, and help each other, and our partners, find solutions. Through our work, we are prototyping ideas with impact that can move us towards an equitable, sustainable future.

At the Possibility Lab, we believe that communities need to have a voice in the policies that affect them. We are part of a national movement to mobilize rigorous community-engaged, data-driven innovation for the public good. By facilitating on-going partnerships between public sector changemakers and academic research teams, we're able to undertake big questions that cut across traditional boundaries.

Projects cover a range of topics, including housing and public health policy, with a focus on data-driven public policy that is co-designed in collaboration with government and community partners. Visit <https://possibilitylab.berkeley.edu/> for more information.

Position Summary

The Possibility Lab is seeking a Research Assistant to support message testing and communications-related research projects that advance evidence-based solutions for government and community partners. The Research Assistant will work closely with faculty, researchers, and partner organizations to design, implement, and analyze experiments, with a focus on understanding public attitudes, improving policy communication, and increasing the impact of public programs as well as civic

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engagement initiatives.

The successful candidate will have knowledge of data collection and analysis, drafting research materials and public facing communications assets, and assisting with the preparation and planning of reports, media releases, social media content, focus groups, and presentations. Ideal candidates will have strong analytical skills, attention to detail, and an interest in public policy, behavioral science, and/or strategic communications.

Application Review Date

The First Review Date for this job is: 05/05/2025.

Responsibilities

- Supports the design and implementation of message testing and communications- related research projects, including coordinating data collection and analyzing quantitative and qualitative data to inform public policy and communications strategies, including translating Lab findings for public audiences.
- Collaborates closely with faculty, researchers, and community or government partners to advance and execute research initiatives that promote evidence-based decision- making and effective public communication.
- Assists in the development of research materials and public-facing communication assets, including surveys, message frames, focus group guides, and informational briefs.
- Prepares and edits research reports, media releases, social media content, presentations, and other materials to effectively communicate research findings to both technical and non-technical audiences.
- Synthesizes research findings into accessible summaries for use in meetings, briefings, Lab and campus newsletters, and presentations with internal teams and external stakeholders.
- Contributes to project planning, timelines, and logistics for research and other project initiatives, including data collection, supporting virtual or in-person events and stakeholder engagements.
- Provides general research and administrative support as needed, including team scheduling and milestone tracking.
- Other duties as assigned.

Required Qualifications

- Working knowledge and ability to apply basic research concepts.

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- Strong analytical, problem- solving, and organizational skills.
- Skills in summarizing and effectively communicating results of project research and analysis.
- Knowledge and skills to create, develop, and implement communication of research results in multiple mediums/formats.
- Ability to take initiative and manage multiple projects with general supervision, including strong time management skills and ability to meet tight deadlines.
- Strong interpersonal skills and ability to work collaboratively with diverse groups to achieve results.
- Ability to work both independently and as a team member.
- Proficient in ability to multi-task with demanding timeframes.
- Strong oral and written communication skills.
- Bachelor's degree in related area and/or equivalent experience/training.

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Salary & Benefits

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 position, which is paid biweekly at an hourly rate.

For information on the comprehensive benefits package offered by the University, please visit the University of California's https://apptrkr.com/get_redirect.php?id=6160565&targetURL=

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 \$34.77 - \$35.92.

How to Apply

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

Other Information

- This is not a visa opportunity.
- This position is eligible for up to 50% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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Misconduct

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

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[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

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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=6160565&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

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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