

Clinical Research Coordinator (9612C), Helen Wills
Neuroscience Inst - 82260
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=267942>

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Posted Nov. 10, 2025, set to expire Jun. 30, 2026

Job Title	Clinical Research Coordinator (9612C), Helen Wills Neuroscience Inst - 82260
Department	Helen Wills Neuroscience Inst
Institution	University of California, Berkeley Berkeley, California
Date Posted	Nov. 10, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator 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 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

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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.

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 UC Berkeley Center for the Science of Psychedelics (BCSP) is a new multidisciplinary research center exploring psychedelics.

Our work has three key pillars; 1) world-leading academic research into the role and nature of psychedelics, 2) a best-in-class training program for psychedelic- assisted therapists, and 3) an agenda-setting program of public education & journalism about psychedelic science, history, politics, culture, and therapeutic value.

Position Summary

The Staff Research Associate II (SRA) works directly with the Principal Investigator (PI), Co-Investigators (Co- I's), postdoctoral fellows, and trainees in the performance of duties related to the support and coordination of human subjects research. The primary duties include, but are not limited to, screening, enrollment, and tracking of research participants; preparation of experiment materials and protocols; data collection using a variety of techniques (such as behavioral testing and surveys and questionnaires); assisting with the maintenance of the participant database and REDCap records and surveys. SRA will participate in data analysis under supervision and will work alongside a diverse team of staff and volunteers. Regular meetings with the supervisors and research team are expected.

Application Review Date

The First Review Date for this job is: 11/17/2025.

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Responsibilities

- Research coordination/subject management: assist with compiling and organizing study materials; assist with recruitment, working with Investigators to assure inclusion/exclusion criteria are met for screening purposes, scheduling visits, enrolling, and tracking of research subjects; maintain study binders; evaluate and implement effective subject recruitment strategies under the direction of the PI; supporting the management of services related to study participation.
- Data management: assist with database organization and maintenance; screening for inaccuracies and conducting quality control checks of incoming research data.
- Meetings and check-ins: schedule and facilitate regular meetings with supervisor and members of the research team; work alongside a diverse team of researchers and trainees.
- Data collection: prep experimental materials for assessments; data collection using a variety of experimental techniques (behavioral testing and surveys and questionnaires); monitor experimental procedures under the supervision of the PI.

Required Qualifications

- Ability to establish cooperative working relationships with participants and co-workers.
- Excellent verbal and written communications and presentation skills; excellent organizational skills; and excellent interpersonal skills to work effectively in a diverse team.
- Excellent analytical and problem-solving skills.
- Ability to work effectively in a fast-paced, team-based environment; ability to prioritize tasks and meet multiple deadlines on concurrent projects.
- Proficiency with Microsoft Word, PowerPoint, and Windows.
- High School graduation and sufficient experience and demonstrated skills to successfully perform the assigned duties and responsibilities and/or equivalent experience/training.

Preferred Qualifications

- Demonstrated proficiency with research terminology.
- Experience working with participants in a research setting.
- Proficiency with statistical analysis software.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

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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 annual salary range that the University reasonably expects to pay for this position is \$71,235.56 (Step 7) - \$80,260.89 (Step 13).

- This is a non-exempt, biweekly-paid position.

How to Apply

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

Other Information

This position is governed by the terms and conditions in the agreement for the Research Support Professionals Unit (RX) between the University of California and the University Professional and Technical Employees (UPTA). The current bargaining agreement manual can be found at:

<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/rx/index.html>

- This is not a visa opportunity.
- This position is eligible for up to 50% hybrid 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.

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

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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:

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

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

Contact Information

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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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