

Undergraduate Research Program Manager (7398U) Job
67795 - College of Computing, Data Science, and Society
(CDSS)
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=234815>

Downloaded On: May. 21, 2024 11:18am

Posted Apr. 17, 2024, set to expire Jun. 30, 2024

Job Title Undergraduate Research Program Manager (7398U)
Job 67795 - College of Computing, Data Science,
and Society (CDSS)

Department

Institution

University of California, Berkeley
Berkeley, California

Date Posted

Apr. 17, 2024

Application Deadline

Open until filled

Position Start Date

Available immediately

Job Categories

Professional Staff

Academic Field(s)

Research/Technical/Laboratory

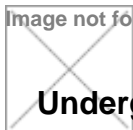
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Job Description

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**Undergraduate Research Program Manager (7398U) Job 67795 - College of Computing, Data
Science, and Society (CDSS)**

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

The College of Computing, Data Science, and Society (CDSS) is a dynamic, innovative new college at UC Berkeley that represents a once-in-a-generation transformation. The College brings together faculty, researchers, staff, and students from computing, statistics, the humanities, and social and natural sciences, mirroring the cross-cutting nature of data science and redefining the research university for the digital age.

Core to the College is a commitment to examining how the digital revolution affects equity and opportunity-and building the capacity to respond to these challenges. CDSS was created to meet the opportunities and demands of a world where data, machine learning, and artificial intelligence inform practice and policy in virtually every arena.

The College connects the Data Science Undergraduate Studies program, the Department of Electrical

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Engineering & Computer Sciences, the Department of Statistics, the Berkeley Institute for Data Science, Computational Precision Health, and the Center for Computational Biology. The College is responsible for growing Berkeley's broad-based undergraduate programs in data science, computing, statistics, and other interdisciplinary programs, including classes and programs serving thousands of undergraduate students a year.

Visit this website to learn more about the future home of CDSS in the new Gateway Building:
<https://cdss.berkeley.edu/news/uc-berkeley-showcases-plans-cdss-future-home-new-video>

The Undergraduate Research Program Manager runs a research practicum for Data Science, Computer Science, and Statistics majors in the College of Computing, Data Science, and Society. The Undergraduate Research PM is responsible for recruiting both students and project mentors and ensuring a rewarding experience for all stakeholders. This position will provide analytical and program support for an innovative program designed to provide CDSS undergraduates with real-world research experience.

Application Review Date

The First Review Date for this job is: 4/30/24 - Open Until Filled

Responsibilities

20% Recruits, manages and maintains long-term partnerships with on-campus researchers and off-campus organizations in the social sector and industry. Communicates program expectations to project partners and is able to pitch the value added by engaging in an Undergraduate Research project. Cultivates multi-semester partnerships that grow into Undergraduate Research project pipelines to internships.

15% Develops, operates, and adapts application systems for student researchers and projects. Prepares application forms, leads in developing assessment criteria, organizes and collaborates in application review. Collaborates in developing matching criteria, oversees the matching process. Prepares onboarding paperwork, ensures all participants are onboarded. Maintains databases.

15% Mentors staff and student leads in steering their teams in a consistent manner ensuring that they meet predetermined goals. Supervises the review of 400+ student applications and 50+ project applications. Develops and implements programs for ensuring positive, growth-oriented student team

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culture. Oversees pathways for students to develop responsibility, leadership, and skills.

15% Identifies and develops evaluation tools for student research and project management. Analyzes, evaluates, and adjusts programs and systems through student and participant evaluations. Monitors and analyzes participant trends of interest. Tracks student and project performance and program desirability.

10% Orients, supervises, and evaluates student team leads for research projects. Provides training and mentoring to team members. Develops a schedule for student check-in times and locations with students and partners.

10% Plans and develops new programs and curriculum, and adjusts existing courses and curriculum in a continuing education environment. Participates in developing strategic market plans and target audiences for Undergraduate Research.

10% Leads seminars for students in the program. Organizes a research project showcase and other program events. Creates informational and social events to generate student interest and improve retention.

5% Professional Development and Growth: Engage in opportunities for training, workshops, seminars, pertinent to the position.

Required Qualifications

- Knowledge of common campus-specific and other computer application programs.
- Analytical/problem-solving skills.
- Experience with setting up research showcases.
- Experience with the recruitment and management of student teams.
- Experience with quantitative evaluative methods.
- Strong communication and interpersonal skills to communicate effectively with all levels of
- Excellent capacity for teamwork.
- Strong skills in developing, analyzing, and synthesizing data for preparing sound and
- Organizational abilities and decision-making to prioritize work assignments.

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- Ability to use discretion and maintain confidentiality.
- Capability to work directly with faculty from a wide range of disciplines.
- Skills to listen to users, constituents, and partners and help formulate their needs.
- Strong critical thinking skills in designing technical solutions that can be implemented in a fast-paced environment.
- Excellent interpersonal skills, demonstrating a desire to promote diversity, equity, inclusion.
- Bachelor's degree in related area and / or equivalent experience / training.

Preferred Qualifications

- Masters degree in related area and/ or equivalent experience/ training.

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.

- Classification: Project Policy Analyst 3 (7398)
- Anticipated hiring range: \$70,100 - \$92,600
- UCB salary range: \$70,100 - \$124,700
- The salary offer to the final candidate will take into consideration their experience and salary

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equity with current UC Berkeley employees working in a similar roles.

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 [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/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

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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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