

**Research Coordinator (7398U) 70465**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=238772>

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Posted Jul. 26, 2024, set to expire Nov. 4, 2024

**Job Title** Research Coordinator (7398U) 70465  
**Department** School of Social Welfare  
**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** Jul. 26, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Social Work  
Public Policy & Administration  
Social Sciences - General

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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.

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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](https://grow.berkeley.edu).

### Departmental Overview

**\*\*\*Primarily based in Los Angeles and Riverside Counties\*\*\***

Located within the world's finest public university and one of the most diverse regions in the nation, the UC Berkeley School of Social Welfare strives to transform the systems that perpetuate poverty and social disadvantage.

Berkeley Social Welfare develops effective leaders and scholars committed to solving complex social problems; produces, disseminates and utilizes research to improve social-service delivery and policy through critical thinking and evidence-based knowledge; and prepares the next generation of culturally-competent social workers, researchers and teachers dedicated to serving the most vulnerable members of our society.

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Within the School, the Sexual Health and Reproductive Equity (SHARE) Program is committed to conducting rigorous, community-engaged research to advance the understanding of what it takes for individuals to have the families they envision, to realize reproductive self-determination, and to experience healthy sexuality.

This position will support the California Abundant Birth Project (ABP) Evaluation study. ABP is a guaranteed income program for pregnant people with risk factors for preterm birth. Originally a pilot program in San Francisco, the California ABP will serve at least 725 pregnant people in 5 counties (Los Angeles, San Francisco, Contra Costa, Alameda, and Riverside). The California ABP Evaluation Study will focus on the subset of participants who identify as Black or African/American. The Evaluation will use community-based participatory research approaches to understand the impact of ABP on adverse pregnancy outcomes, stress, and mental health.

### **Application Review Date**

The First Review Date for this job is July 5, 2024

### **Responsibilities**

- Responsible for gathering and analyzing research data; prepares and summarizes information and / or recommendations. Participates in data analysis. Coordinate recruitment, collaborate with community and research partners, Coordinate collaboration with research partners and external stakeholders. Utilizes existing resources and develops and conducts training materials. As needed, develops strategies to increase participant engagement and other activities to improve retention rates.
- Maintains and revises protocols and systems for recruitment, consent and tracking of study participants. Works with team to conduct human subjects research, including recruitment, consent and data collection. Specific tasks may include: Maintain tracking system for participant recruitment and consent; Recruit and consent participants; Assist with researching and resolving issues that may arise related to administrative regulations; using sound judgment and independent problem solving skills.
- Conducts comprehensive assessment of the recruitment environment including speaking with other research teams recruiting similar participants, recruitment site personnel and current study participants to determine where bottlenecks exist and propose an alternative recruitment protocol.
- Mentor and supervise students, community researchers, and/or volunteers.
- Coordinates and participates in research project planning and collaboration with ABP Evaluation project staff. Specific tasks may include: Support various forms of meeting coordination, event coordination, project calendar management, travel coordination and reimbursements, and high-

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level; administrative support; Improve and develop technical and other systems, and interpreting, monitoring and analyzing information regarding ABP policies and procedures as well as provide recommendations

- Assist with IRB applications/amendments/renewals in the UC Berkeley Committee for Protection of Human Subjects online system.
- Collaborate with the Principal Investigator, oversees and executes writing with internal and external colleagues, publications, manuscripts, research reports, presentations, abstracts, or meeting summaries

### **Required Qualifications**

- Commitment to and demonstrated experience working with Black communities. Demonstrated ability to work collaboratively with community stakeholders and partners, study participants and individuals with a wide range of racial, ethnic and educational backgrounds.
- Demonstrated experience collecting and analyzing social science data, including surveys and qualitative interviews.
- Ability to effectively manage multiple priorities, prioritize projects and meet the demands of a fast-paced and dynamic work environment. Adaptable to quickly changing priorities
- Ability to problem solve, troubleshoot, and use sound judgment in responding to issues and concerns.
- Active listening, critical thinking, multi-tasking and time management skills.
- Strong communication and interpersonal skills to communicate effectively, both verbally and in writing
- At least one year full-time experience working on social science or health research projects with human subjects
- Ability to take initiative and solve problems independently while understanding when to seek guidance from manager or others.
- Broad academic knowledge of or applied background in social science or health research with human subjects proven by successful planning, initiation, execution, and reporting of previous investigations
- Demonstrates ability to analyze, research and synthesize large amounts of data with strong attention to detail.
- Proficient in ability to multi-task with demanding timeframes.
- Bachelor's degree in related area and/or equivalent experience/training
- Ability to travel to and meet in person with partners and staff in Los Angeles and Riverside Counties as needed.
- Able to travel up to 5% time on a regular basis and work occasional evenings/weekends.

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### **Preferred Qualifications**

- Experience with community engagement for research studies.
- Professional experience working in reproductive and birth justice
- Understanding of the social and structural determinants of health and impact on health and wellbeing
- Prior experience submitting and maintaining Institutional Review Board (IRB) protocols for human subjects research
- Prior experience training and supervising research staff, including students
- Working knowledge of social science or health research processes, including participant recruitment, eligibility, protocol adherence, quality data submission and adverse event reporting
- Master's degree in public health, social work, public policy or another related area

### **Salary & Benefits**

This is a one year, full-time contract position. Extension is possible with continued funding. The position is primarily remote with some onsite/travel needs.

This position is eligible for full 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 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 salary that the University reasonably expects to pay for this position is \$75,000-\$85,000, annually. The full campus range is \$70,100-\$124,700, annually.

### **How to Apply**

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To apply, please submit your resume and cover letter.

### **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](https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH)

### **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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