

Associate Specialist / Full Specialist - Center for Studies in
Higher Education - UC Berkeley
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=255538>

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Posted Apr. 9, 2025, set to expire May 8, 2025

Job Title	Associate Specialist / Full Specialist - Center for Studies in Higher Education - UC Berkeley
Department	Center for Studies in Higher Education
Institution	University of California Berkeley Berkeley, California
Date Posted	Apr. 9, 2025
Application Deadline	05/08/2025
Position Start Date	Available immediately
Job Categories	Research Scientist/Associate
Academic Field(s)	Political Science - General Economics - General Social Sciences - General Public Policy & Administration Research Methods/Data Analysis Sociology - General
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Associate Specialist / Full Specialist - Center for Studies in Higher Education - UC Berkeley

Position overview

Salary range:

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The UC academic salary scales set the minimum pay determined by rank and step at appointment. See the following table for the current salary scale for this position: https://www.ucop.edu/academic-personnel-programs/_files/2024-25/july-2024-scales/t24-b.pdf. A reasonable full-time salary estimate for this position is \$73,000 to \$151,000.

Percent time: 100%

Anticipated start: As soon as July 2025. Exact start date negotiable.

Position duration: Minimum one year, provided there is work, programmatic need and appropriate funding.

Application Window

Open date: April 8, 2025

Next review date: Tuesday, Apr 22, 2025 at 11:59pm (Pacific Time)

Apply by this date to ensure full consideration by the committee.

Final date: Thursday, May 8, 2025 at 11:59pm (Pacific Time)

Applications will continue to be accepted until this date, but those received after the review date will only be considered if the position has not yet been filled.

Position description

The Center for Studies in Higher Education (CSHE) at the Goldman School of Public Policy produces multi-disciplinary scholarly perspectives on strategic issues in higher education. Established in 1956, it was the first research institute in the United States devoted to the study of higher education. CSHE conducts policy relevant research, promotes the development of a community of scholars and policymakers engaged in policy oriented discussion, produces and supports multi disciplinary scholarly perspectives on strategic issues in higher education, and serves as a resource on some of the most pressing higher education issues.

The California Policy Lab (CPL) generates research insights for government impact. Through hands-on partnerships with government agencies, CPL performs rigorous research across issue silos and builds the data infrastructure necessary to improve programs and policies that millions of Californians rely on every day. We work on California's most urgent issues, including homelessness, poverty, criminal justice reform, and education inequality. CPL recognizes the value of having a diverse staff at all levels of the organization. CPL-Berkeley is a center within the Institute for Research on Labor and

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Employment (IRLE).

This is an open-rank role for a skilled, mid-career specialist who wants to design and conduct policy-relevant research in partnership with state and local agencies throughout California.

We are launching a new project, the California College Data and Policy Project (CCDPP), as a collaboration between CPL and CSHE that will bring together University of California and government partners to advance equity and improve California's world class higher education system. Building on existing work at both centers that uses administrative data to study higher education in California, CCDPP will generate new insights and research on what works to better support California students and their families as they transition through the education system. A key asset will be CPL's unique data linkage that brings together data from California's three public higher education segments, as well as data from the California Department of Education, the California Student Aid Commission, the California Department of Social Services, and the UC Consumer Credit Panel. CPL has previously used these data to study college student use of CalFresh nutrition benefits and the effect of clearer information about college costs and scholarships, among other topics. The Specialist will have the opportunity to extend work on these topics and initiate new projects, both independently and collaboratively. The specialist may also collaborate with project teams working at the intersection of education and other CPL policy areas, including social safety net, health, homelessness, employment, or criminal justice. The Specialist will be the first hire at the CCDPP.

For administrative purposes, their appointment will be at CSHE, but they will be a member of both the CSHE and CPL teams. They will report to CSHE and CPL's faculty director, Professor Jesse Rothstein. They will also work closely with CPL Research Director Johanna Lacoe, with CSHE and CPL researchers and faculty affiliates, and with state and local government agency staff.

The ideal candidate has expertise in education research and policy, working in both independent and collaborative capacities. The Specialist conducts independent quantitative research, including conceptualizing research questions and design; requesting, receiving, and cleaning data files; creating and implementing an analysis plan; conducting quality assurance reviews; summarizing results in documents for both academic and policy audiences; and generating replicability documentation. The Specialist can implement multiple research designs and analysis techniques, including but not limited to randomized control trials, quasi-experimental designs using natural experiments or other such variation, and difference-in-difference and event-study analyses. Further, a successful candidate can lead research projects with small teams, write proposals to support research projects, and ensure timely and high-quality completion of research tasks. The Specialist will mentor other research staff and may supervise other staff over time, though they will start without any direct reports.

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Conviction History Background Check:

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.

Program: <https://cshe.berkeley.edu/>

School: <https://gspp.berkeley.edu/>

Qualifications

Basic qualifications (required at time of application)

Bachelor's degree or equivalent international degree

Additional qualifications (required at time of start)

Associate Specialist

Bachelor's degree or equivalent international degree and at least five (5) years of professional experience

OR

Master's degree or equivalent international degree and at least three (3) years of professional experience

Full Specialist

Bachelor's degree or equivalent international degree and at least ten (10) years of professional experience

OR

Master's degree or equivalent international degree and at least eight (8) years of professional experience

OR

PhD or equivalent international degree and at least two (2) years of professional experience.

Preferred qualifications

- Expertise in education research and policy.
- Experience designing and conducting quantitative research projects to draw causal inferences.
- Record of independent quantitative research and publication, including leading research design

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and analysis and writing for both academic and policy audiences.

- Experience writing grant proposals, communicating with funders, and managing grant reporting.
- Post-Ph.D. experience managing projects as a Principal Investigator and supervising project staff.
- A commitment to advancing racial equity and inclusion through research and through CPL's internal and external relationships.
- Experience collaborating with government agency partners.
- Knowledge of social science research methods.
- Experience writing research results for both academic and non-academic audiences, including translating data into compelling data visualization, including maps, interactive figures, and dashboards.
- Extensive experience in computer programming for statistical analysis, including fluency in data-analysis packages from at least one commonly used programming language like Stata, R, Python, SAS, or SQL.
- Experience working with large and complex datasets, including administrative dataset.
- Strong interpersonal skills and communication skills.
- Knowledge of data management systems, practices, and standards.
- Strong organizational skills and attention to detail.
- Ability to multi-task with demanding timeframes.
- Ability to work both independently and as a team member.
- Ability to work discreetly with sensitive and confidential data.

Associate Specialist

- Master's degree in economics, sociology, political science, public policy, public health, business, education, or other social science or vocational fields or equivalent experience/training.
- Three or more years of professional experience, including two or more years of relevant post-baccalaureate research experience.

Full Specialist

- Doctorate degree in public policy, economics, education, statistics, or a related field.
- Five or more years of professional experience, including three or more years of relevant post-baccalaureate research experience.

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Application Requirements

Document requirements

- Curriculum Vitae - Your most recently updated C.V.
- Cover Letter
- Writing Sample

Reference requirements

- 3-5 required (contact information only)

Apply link: <https://aprecruit.berkeley.edu/JPF04896>

Help contact: brykarz@berkeley.edu

About UC Berkeley

UC Berkeley is committed to diversity, equity, inclusion, and belonging. The excellence of the institution requires an environment in which the diverse community of faculty, students, and staff are welcome and included. Successful candidates will demonstrate knowledge and skill related to ensuring equity and inclusion in the activities of their academic position (e.g., teaching, research, and service, as applicable).

The University of California, Berkeley 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, or protected veteran status.

Please refer to the [University of California's Affirmative Action and Nondiscrimination in Employment Policy](#) and the [University of California's Anti-Discrimination Policy](#).

In searches when letters of reference are required all letters will be treated as confidential per University of California policy and California state law. Please refer potential referees, including when letters are provided via a third party (i.e., dossier service or career center), to the [UC Berkeley statement of confidentiality](#) prior to submitting their letter.

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As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements.

As a condition of employment, the finalist will be required to disclose if they are subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct, are currently being investigated for misconduct, left a position during an investigation for alleged misconduct, or have filed an appeal 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.
- [UC Sexual Violence and Sexual Harassment Policy](#)
- [UC Anti-Discrimination Policy for Employees, Students and Third Parties](#)
- [APM - 035: Affirmative Action and Nondiscrimination in Employment](#)

Job location

Berkeley, CA

To apply, visit <https://aprecruit.berkeley.edu/JPF04896>

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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