

Research Coordinator (6262U), Berkeley Law - 27534 -
1004

University of California, Berkeley

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Posted Oct. 2, 2019, set to expire Jan. 29, 2020

Job Title	Research Coordinator (6262U), Berkeley Law - 27534 - 1004
Department	N/A
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 2, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Research Scientist/Associate Professional Staff
Academic Field(s)	Law - General
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Job Description

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About Berkeley

The University of California, Berkeley, is one of the world's most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley's culture of openness, freedom and acceptanceacademic and artistic, political and culturalmake it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley

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Workplace Culture with their potential for success at
[url=https://apptrkr.com/get_redirect.php?id=1641089&targetURL=http://jobs.berkeley.edu/why-berkeley.html]http://jobs.berkeley.edu/why-berkeley.html.

Application Review Date

The First Review Date for this job is: September 12, 2019

Departmental Overview

Berkeley Law is one of the nation's premier law schools, located at one of the world's great universities, in one of the most vibrant places on the planet. As one of 14 schools and colleges at the University of California, Berkeley, it is consistently ranked as one of the top law schools in the nation.

The law school has produced leaders in law, government, and society, including Chief Justice of the United States Earl Warren, Secretary of State of the United States Dean Rusk, American civil rights activist Pauli Murray, California Supreme Court Justice Cruz Reynoso, president and founder of the Equal Justice Society Eva Paterson, United States Northern District of California Judge Thelton Henderson, and Attorney General of the United States Edwin Meese.

The Human Rights Center (HRC) is an interdisciplinary research institution based at the University of California, Berkeley. For twenty-five years, HRC has conducted research and investigations to improve accountability for human rights violations and promote the health and protection of survivors of violence. HRC has received multiple awards for its work, as well as the 2015 MacArthur Award for Creative and Effective Institutions. Drawing on scientific methods from public health, political science, sociology, and other relevant fields, HRC brings interdisciplinary methodological expertise to research and evaluation design.

The Center's Health and Human Rights Program aims to improve the health of marginalized populations impacted by conflict, forced displacement, and violence. Using innovative methods and technical assistance, program staff design and implement applied research, partnering with leading local and international organizations to develop new tools, guidelines, and interventions. Currently, the program focuses on improving understanding of the health impacts of exploitation on the lives of marginalized adolescents, both in the U.S. and internationally, to inform the design of youth-centered support services.

The UC Berkeley Human Rights Center is hiring a Research Coordinator for a ground-breaking research and evaluation project to support the development of a family-based foster care pilot project

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that will serve youth who have experienced or are at risk of commercial sexual exploitation in San Francisco. Situated within the Health and Human Rights Program, this evaluation of the family-based foster care program is a mixed-method, longitudinal study that will be conducted in close partnership with city government agencies and service providers in San Francisco.

Responsibilities

This individual in this position will work under the supervision of the study's Principal Investigator to ensure the smooth and efficient operation of the study and close and constructive coordination with the study partners. The ideal candidate will be someone who can undertake the lead administrative and operational role for this program of work, and who is also seeking to build their research skills and experience. We anticipate that approximately 50% of time will be spent on project administration and coordination, and 50% time will be spent on research-related activities.

Responsibilities

- * Participates in the design and implementation of data collection procedures and protocols to ensure study goals are met efficiently and within study budgets.
- * Coordinates administrative, budgetary and logistical aspects of the study, including project scheduling, contracting, facilitating payments and reimbursements, procuring supplies, financial reporting, and other administrative coordination and reporting processes
- * Facilitates communications and coordination between research team members, external project partners, and other stakeholders to coordinate, monitor, and document the implementation of research activities
- * Conducts semi-structured interviews with foster youth, caregivers, and / or service providers.
- * Monitors and analyzes study progress and budgets.
- * Manages project calendar, schedules partner meetings, interviews with study participants, fieldwork, trainings and research-related activities to ensure timely implementation of the work plan.
- * May propose alternate strategies and design modifications. Assists with implementation of business processes.
- * Supports project planning by developing detailed short and long-term work plans, and monitoring and tracking progress.
- * Supports public engagement strategy by drafting web-based communications, research briefs, and project updates.
- * Supports data management by developing data sharing procedures with relevant city agencies, data management and storage systems for the project, and other project management systems as needed.
- * Gathers and analyzes resource data; prepares and summarizes information and/or recommendations.
- * Drafts financial and administrative reports for the donor summarizing project expenses and progress

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made toward project deliverables

- * Supports the production of project progress reports by providing detailed information about research activities completed, summarizing research findings and recommendations, and drafting key components of reports.
- * Helps to monitor staffing levels.
- * Assists in the recruitment, hiring, and orientation of graduate student researchers, independent contractors and other staffing as needed
- * May be involved in recruiting and training study interviewers.
- * Support the training of research team members by contributing to the development of training curriculum and delivering training sessions
- * Under general supervision, provides analysis of moderately complex survey projects.
- * Assists with survey and interview data collection, cleaning, coding, and analysis to identify trends, synthesize learning, and identify research findings
- * Analyzes secondary data sets from relevant government agencies (education, child welfare, etc) to identify changes in outcomes for youth over time

Required Qualifications

- * Working knowledge and experience with data collection activities.
- * Working knowledge of the design and implementation of data collection procedures and protocols.
- * Strong analytical skills required at this level.
- * Working knowledge and skills associated with report preparation.
- * Strong communication and interpersonal skills to communicate effectively with different audiences, both verbally and in writing.
- * Demonstrated ability to prioritize multiple tasks and meet deadlines in a fast-paced environment.
- * Excellent organizational and time management skills with demonstrated ability to prioritize, exercise initiative and sound judgement, while effectively executing multiple projects with competing deadlines and demanding time-frames.
- * Ability to work respectfully and effectively with individuals from a variety of cultural and socioeconomic backgrounds.
- * Ability to work independently, as well as a team member, and to establish and maintain effective working relationships.
- * Ability to use discretion and maintain all confidentiality.
- * Ability to travel regularly within San Francisco and throughout the Bay Area.
- * Project management experience.
- * Experience managing budgets and financial and project reporting.

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- * Experience or training in qualitative research skills.

Education/Training:

- * Bachelors degree in related area (social welfare, public health, public policy, or sociology) and equivalent experience/training
- * Microsoft

Preferred Qualifications

- * Experience working with youth through program or research implementation preferred.
- * Familiarity with survey and qualitative data analysis software preferred.
- * General knowledge of and/or experience with commercial sexual exploitation preferred.
- * General knowledge of and/or experience with foster care and/or the juvenile justice system preferred.

Salary & Benefits

This position is a non-exempt, bi-weekly paid position. Hourly pay for this role is commensurate with experience within the range of \$31.13 - \$33.52.

For information on the comprehensive benefits package offered by the University visit:

[url=https://apptrkr.com/get_redirect.php?id=1641089&targetURL=http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

How to Apply

Please submit your cover letter and resume as a single attachment when applying.

Other Information

This position is a full-time (40-hours per week), 1-year long Contract (temporary) position, with the possibility of extension. This position is eligible for full UC Benefits. To learn more about what is included in our full benefits package, please visit

[url=https://apptrkr.com/get_redirect.php?id=1641089&targetURL=https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]



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and-benefits/eligibility/index.html]https://ucnet.universityofcalifornia.edu/compensation-and-benefits/eligibility/index.html

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.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

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 see:

[url=https://apptrkr.com/get_redirect.php?id=1641089&targetURL=http://www.eeoc.gov/employers/upload/poster.pdf]http://www.eeoc.gov/employers/upload/poster.pdf

For the complete University of California nondiscrimination and affirmative action policy see:

[url=https://apptrkr.com/get_redirect.php?id=1641089&targetURL=http://policy.ucop.edu/doc/4000376/NondiscriminationPolicy.pdf]http://policy.ucop.edu/doc/4000376/NondiscriminationPolicy.pdf

To apply, visit

[url=https://apptrkr.com/1641089]https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/H

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.



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Please see the job description for contact details
pertaining to this university job announcement.