

Associate Director, Research & Policy (7399U), Inst  
Research on Labor and Emp - 76381  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253435>

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Posted Feb. 18, 2025, set to expire Jun. 30, 2025

<b>Job Title</b>	Associate Director, Research & Policy (7399U), Inst Research on Labor and Emp - 76381
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Feb. 18, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Employment/Employee/Labor Law
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**Job Description**

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**Associate Director, Research & Policy (7399U), Inst Research on Labor and Emp - 76381**

**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 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.

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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

CSCCE provides research and analysis on the preparation, working conditions, and compensation of the early care and education workforce. We develop policy solutions and create spaces for teaching, learning, and educator activism. Our vision is an effective public early care and education system that secures racial, gender, and economic justice for those whose labor is the linchpin of stable, quality services.

### Position Summary

The Associate Director, Research & Policy will contribute to project development and implementation, and provide leadership to ensure CSCCE research and policy projects are implemented within an equity framework that addresses the pressing need to create an early education system that is equitable and effective for children, their families, and early educators.

### Application Review Date

The First Review Date for this job is: 02/28/2025.

### Responsibilities

- Lead, implement and manage a variety of research and policy projects to include: establishing project goals, timelines, the identification of strategies to undertake projects, human subjects protocols, related external partner/vendor activities, and data management.
- Develop and implement new and modify existing research tools (e.g., surveys, focus group protocols) and data collection and analysis methods.
- Analyze quantitative and qualitative workforce data, including original research and extant data.

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- Establish and maintain working relationships with partnering organizations, ECE workforce members, state and national leaders, funders, and other key stakeholders; and respond to requests for technical assistance and expert advisement on ECE workforce research policy issues.
- Utilize research and analysis to develop policy-oriented resources such as reports, briefs, peer-review papers, fact sheets, presentations, and rapid response materials.
- Supervise lower level analytical, research and administrative staff and/or student employees.
- Contribute to other organizational needs as they arise.

### Required Qualifications

- A comprehensive understanding of early care and education workforce research, and ability to understand and apply research and policy work from an intersectionality perspective.
- Demonstrated understanding of the early care and education system and the policy contexts that affect the early education workforce.
- Advanced research skills: quantitative design, methods, and statistical analysis, including sample development and analyzing large, complex data sets and/or qualitative design, methods, and analysis, including case studies, historical research, and narrative designs and coding schema.
- Advanced communication and interpersonal skills to communicate effectively with all levels of staff and influence, both verbally and in writing.
- Demonstrated record of public speaking/presentation experience.
- Advanced project management skills.
- Ability to manage multiple projects with specific timeframes, in a rapid-response environment.
- Ability to travel within and out of California up to 10% of the time.
- Bachelor's degree in early childhood, public policy, education or economics related discipline and/or equivalent experience/training.

### Preferred Qualifications

- Experience in developing grant proposals and securing extramural funds.
- Previous experience as an early care and education teacher/provider.
- Experience in diversity, equity and inclusion approaches to internal and external organizational work.
- Experience utilizing Smartsheet for project management.
- Experiencing supervising teams and individual staff members.
- An advanced degree, such as an M.A. or M.P.P. is preferred in a public policy, education or

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economics discipline.

- Advanced research skills: quantitative design, methods, and statistical analysis, including sample development and analyzing large, complex data sets, preferably using SPSS or similar (e.g., STATA, SAS, R, Python).

### Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly at an annual rate and is eligible for UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the University of California's [https://apptrkr.com/get\\_redirect.php?id=6011118&targetURL=](https://apptrkr.com/get_redirect.php?id=6011118&targetURL=)

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 annual salary range that the University reasonably expects to pay for this position is \$95,000.00 - \$115,000.00. The full salary range for this classification is \$88,900.00 - \$163,900.00.

### How to Apply

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

### Other Information

- This position is eligible for up to 100% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are

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subject to change.

## Misconduct

**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 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:

[https://apptrkr.com/get\\_redirect.php?id=6011118&targetURL=](https://apptrkr.com/get_redirect.php?id=6011118&targetURL=)

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

[UC Anti-Discrimination Policy](#)



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[Abusive Conduct in the Workplace](#)

**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 [https://apptrkr.com/get\\_redirect.php?id=6011118&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=6011118&targetURL=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/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)

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**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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