

Staff Research Associate at University of California Berkeley

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.

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

In 1921-2, in keeping with a growing trend across the nation, Berkeley's Department of Psychology was established as a separate unit, emerging from the Department of

Philosophy. For nearly a century, the department has been a national and international leader in psychological research and the superior educational programs that we have provided to undergraduates and doctoral students.

The Psychology Department moved to Tolman Hall in 1963 when it was a new state-of-the-art building. This building served us well for over 50 years, but alas, the nature of our work has changed and our beloved Tolman Hall was no longer quite as state-of-the-art. In June 2018, we moved to a new building at the corner of Berkeley Way and Shattuck. We look forward to another 50 years of continuing our cutting-edge research, excellent clinical services, and renowned teaching and advising of undergraduate and PhD students.

Today, our award-winning faculty conduct ground-breaking research in many areas of psychology, including behavioral and systems neuroscience, clinical science, cognition, cognitive neuroscience, development, social, and personality. Our PhD students go on to exciting careers in academia (e.g. Yale, Stanford, UCLA), industry (e.g., Facebook, Google), healthcare (e.g., Oakland Children's Hospital, Seattle VA) and policy (e.g., National Institute of Justice).

Job Summary:

The project coordinator will join Professor Allison Harvey's team and will have responsibility for:

1. Providing project co-ordination for several randomized controlled trials including a transdiagnostic sleep treatment for severely mentally ill people in various community settings across Northern California and a habit formation intervention for teenagers and young adults. This includes recruiting, randomizing, tracking, scheduling, liaising with both the university and community teams and ensuring they are all working together in an efficient and effective way, ensuring the study stay on the pre-specified timeline.
2. Conducting psychological assessments of study participants pre and post treatment and for follow-ups at six and twelve months after treatment.
3. Conducting literature searches and referencing and assisting with data and preparing grants.
4. Project co-ordination of other ongoing clinic projects, and managing the team's facilities.
5. Accurate data collection and storage.
6. Assisting in developing new projects within the research group including coordinating community engagement.

Scope:

The Project Coordinator position works closely with all of the clinic members: principal investigator, research director, therapists, graduate students and post- doc(s), undergraduate research assistants, data manager, recruitment coordinator, and assessors. The PC works within the team, as well as with study participants, directly impacting the functioning and research study outcomes. The position also requires the incumbent to work with administrative personnel in the Psychology Department and Psychology Clinic, and with facility (BWW) personnel such as building coordinator and electronics tech.

Application Review Date

The First Review Date for this job is: 09/14/2023.

Responsibilities

Training and Psychological Assessment

- Travel to, training and psychological evaluation of study participants.
- Assessments are conducted pre and post treatment and for follow-ups at six and twelve months after treatment.
- Has latitude and flexibility to determine experimental outcomes.
- Provides project co-ordination of randomized controlled trials including a transdiagnostic sleep treatment for severely mentally ill people in various community settings across Northern California and a habit formation intervention for teenagers and young adults.
- Recruits, randomize, tracks, schedules, liaise with both the university and community teams and ensures collaboration in an efficient and effective way, ensuring the study stay on the pre-specified timeline.
- Conducts psychological assessments of study participants pre and post treatment and for follow-ups at six and twelve months after treatment.

Study Implementation and Coordination

- Ensure that our research protocol complies with federal and institutional guidelines for human subjects research: involves determining when and how research protocol needs to be amended and writing and revising descriptions of our Institutional Review Board protocol and forms.
- Ensure study timelines are met: includes tracking participants' progression throughout the studies; recruiting participants, making sure that follow-through assessments are completed in a timely manner.

- Training undergraduate research assistants in telephone screening (includes psychological assessment) and other research tasks.
- Implementing and coordinating study procedures.
- Includes scheduling of assessment and therapy appointments and sending out reminders as appropriate.
- Maintaining clinic website.

Required Qualifications

- Experience with working in an academic research environment and in project coordination.
- The experience and interpersonal skills and drive to ensure the study stays on the timeline and that all participants attend assessments.
- Experience with evidence-based practice (e.g., delivery, training).
- Experience with working within county-based community mental health settings or with teenagers and young adults.
- Experience with working with individuals who are distressed.
- Experience with Qualtrics and a data analysis software such as SPSS, R, Stata.
- Experience efficiently handling multiple fluctuating priorities and deadlines.
- Proven organizational ability.
- Highly responsible and detail-oriented.
- Demonstrated ability to work well as part of a team.
- Willingness to submit to FBI security check to become petty cash custodian.
- Reliable transportation, able to travel between the UC Berkeley and partner community sites.

Preferred Qualifications

- Familiarity with UC Berkeley financial systems and administrative processes.
- Experience with website design and maintenance, Adobe Dreamweaver.
- Bachelor's degree in psychology, social work, public health, public policy, nursing, medicine or related fields and/or equivalent experience/training.

Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and 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 or hourly range that the University reasonably expects to pay for this position is \$58,490.82 (Step 1) - \$94,091.99 (Step 25).

How to Apply

To apply, please submit your resume and cover letter.

Other Information

This position is governed by the terms and conditions in the agreement for the Research Support Professionals Unit (RX) between the University of California and the University Professional and Technical Employees (UPTE). The current bargaining agreement manual can be found at:

<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/rx/index.html>

This is not a visa opportunity.

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, please see the U.S. Equal Employment Opportunity Commission poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California Discrimination, Harassment, and Affirmative Action in the Workplace policy.

[Apply here: Job ID 58580](#)