

Staff Research Associate 2, SPH (9612C)
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=125583>

Downloaded On: Aug. 24, 2019 8:25am

Posted Jul. 12, 2019, set to expire Nov. 7, 2019

Job Title	Staff Research Associate 2, SPH (9612C)
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 12, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Statistics & Actuarial Science
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Job Description

About Berkeley

The University of California, Berkeley, is one of the world's most iconic teaching and research institutions. Since 1868, Berkeley has generated unparalleled intellectual, economic, and social value in California, the United States, and the world. Berkeley's culture of openness, freedom and acceptance—academic and artistic, political and cultural—make 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 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 Workplace Culture with their potential for success at <http://jobs.berkeley.edu/why-berkeley.html>.

Application Review Date

The First Review Date for this job is: 7/22/19

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Departmental Overview

The School is comprised of six academic divisions and 30 research centers and programs, with over 200 faculty, 120 academic/research staff, 155 management/professional/ administrative staff, and 285 student researchers/instructors/workers. The School offers a core MPH degree with nine areas of study, along with five MA and MS degree programs, a DrPH and five PhD degree programs, and five concurrent programs with other UC Berkeley schools and colleges; in addition, the School offers a joint medical degree with UC San Francisco. The School launched UC Berkeley's first on-line degree program in 2012 and is rapidly expanding the program to reach a wide range of domestic and international audiences through online degrees, certificate programs, and executive education. The School enrolls approximately 800 graduate students per year, as well as educating roughly 440 undergraduate students through an upper-division public health major. HRA incorporates UCB students into every project.

Responsibilities

This position involves duties on research projects at Health Research for Action, an affiliated research center at the School of Public Health. Key responsibilities include:

I. Data collection and data entry

- Submit data from interviews/surveys into Excel, Qualtrics, or Dedoose
- Manage and monitor participants in Excel; prepare tracking logs for intervention/clinical trials projects and cross check and "clean" data entered into Excel and import to stat program (R or STATA)
- Organize, manage, and secure hard copies of any project materials including surveys, interview transcripts and notes, consent forms, and tracking forms used for project (archiving)
- Update team on data during weekly team meetings
- Create summary templates or tables with researchers to present preliminary findings
- Create slides summarizing research results in Powerpoint
- Assist researchers in person or telephone on interviews/data collection in Qualtrics
- Assist with manuscript preparation and references including bibliography software use

II. Coordination of project tasks

- Coordinate dates and times for meetings and conference calls
- Assist with IRB submissions
- Manage processes for recruitment on studies including recruitment timeline, consenting processes, and tracking of a longitudinal cohort
- Meet regularly with project directors/PIs, center researchers, and graduate student.
- Supervise and work with undergraduate URAP students working in the field
- Meet with community partners or funders
- Work with PIs and research team to prepare reports to funders

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Required Qualifications

- Prior work on a research team for 3-4 years, including coordination for team projects for at least one year
- Highly motivated and responsible.
- Excellent communicator who enjoys working as part of a team.
- Experience using and learning various computer software programs such as: Excel, Word, Qualtrics, Dedoose, internet programs, web-based programs, Endnote bibliography program, statistical software.
- Experience with Mac and PC platforms.
- Skilled with literature review by searching for materials on the Web or through UCB library site (e.g., PubMed).
- Ability to write up results of articles found from searches.
- Strong organizational and time management skills.
- Ability to work under pressure in response to deadlines.
- Ability to multitask and prioritize tasks according to multiple deadlines and importance.
- Timely reporting to supervisors of projects.

Education/Training:

- Bachelor's degree or equivalent combination of education and experience.

Preferred Qualifications

- Master's level coursework in statistics.
- Experience in both descriptive and multivariate statistical analysis (Student t, ANOVA, Chi square testing).
- Fluency in Spanish or another language a plus

Salary & Benefits

Hiring Range: \$49,514.16 - \$53,580.60 annually

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

<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.

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

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