

Project Director (7399U) 73400
University of California, Berkeley

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Posted Oct. 11, 2024, set to expire Feb. 7, 2025

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| Job Title | Project Director (7399U) 73400 |
| Department | School of Social Welfare |
| Institution | University of California, Berkeley Berkeley, California |
| Date Posted | Oct. 11, 2024 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Director/Manager |
| Academic Field(s) | Research |
| Apply Online Here | https://apptrkr.com/5715807 |

Apply By Email

Job Description

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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

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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

Located within the world's finest public university and one of the most diverse regions in the nation, the UC Berkeley School of Social Welfare strives to transform the systems that perpetuate poverty and social disadvantage.

Berkeley Social Welfare develops effective leaders and scholars committed to solving complex social problems; produces, disseminates and utilizes research to improve social-service delivery and policy through critical thinking and evidence-based knowledge; and prepares the next generation of culturally-competent social workers, researchers and teachers dedicated to serving the most vulnerable members of our society.

Within the School, the Sexual Health and Reproductive Equity (SHARE) Program is committed to conducting rigorous, community-engaged research to advance the understanding of what it takes for individuals to have the families they envision, to realize reproductive self-determination, and to experience healthy sexuality.

This position will direct the California Abundant Birth Project (ABP) Evaluation study. ABP is a

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guaranteed income program for pregnant people with risk factors for preterm birth. Originally a pilot program in San Francisco, the California ABP will serve at least 725 pregnant people in 5 counties (Los Angeles, San Francisco, Contra Costa, Alameda, and Riverside). The California ABP Evaluation Study will focus on the subset of participants who identify as Black or African/American. The Evaluation will use community-based participatory research approaches to understand the impact of ABP on adverse pregnancy outcomes, stress, and mental health.

Application Review Date

The First Review Date for this job is October 23, 2024.

For full consideration, please apply by October 30, 2024.

Responsibilities

- Leads and directs coordination across the 5 study geographies for CA-ABP, and follows through with all levels of staff and individuals inside and outside the organization.
- Monitors staffing levels to ensure seamless data collection activities. Develops systems of communication and project management to meet project goals.
- Develops and coordinates CA-ABPE program communications with collaborating institutions, IRB, community working group, and the investigators. Develops site liaison relationships between staff members and each county site. Supervises site liaisons to keep abreast of site needs and identify potential problems. Work directly with the sites and the team liaison when complex problems are identified. Collaborates externally with stakeholders and the broader community through presentations and dissemination activities.
- Develops and maintains a project management system for the study to ensure the large team is able to meet the study goals and is accountable to the project work plan. Revise the workplan as needed over time. Ensure milestones are planned for and tracked, identifying opportunities for early intervention when the project is track.
- Develop and oversee implementation of study protocols, including recruitment and retention practices. Ensure protocols are culturally relevant and respectful. Work with research coordinators to develop and implement systems to ensure that sites are enrolling the minimum number of required participants to recruit a control group at least 1.5 times larger than the treatment group. Work with site liaisons to develop strategies to support sites in meeting the requirements for the study design.
- Provides analyses for complex budget, academic data collection, systems and resource projects; advises investigative team of required changes in project budget or other design issues. Manages the multi-year study budget, including multiple grants and contracts. Ensures that monthly spending is appropriate and reconciles charges, identifies projected deficits and balances within individual funding sources, develops strategies for reallocating funding to better

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meet study needs, coordinates with research administration to correct charges as needed, and maintains monthly projections for the full project.

- Oversee implementation of data quality monitoring and quality assurance activities to ensure high-quality data and data security, including supervising staff who are responsible for individual activities. Liaise with data collection vendor as needed when quality problems related to the data collection platform are identified. Supervise regular and secure backups of data.
- Coordinate with program staff with the CA-ABP lead partner Expecting Justice regarding implementation concerns with significant logistical and budgetary implications.
- Directly supervising research coordinators and research assistants and provide mentorship to the broader team as needed to develop their research and other professional capacities
- Coordinate with PIs across three institutions to ensure successful data collection activities, presenting problems, identifying initial solutions, collaborating to refine solutions, implementing strategies, and reporting back to the PIs regularly on progress.

Required Qualifications

- At least 3 years of relevant, full-time project or program management experience in a research, nonprofit, or other related setting.
- At least 2 years experience directly supervising, training, and mentoring staff.
- At least 1 year of full-time experience working on a social science or public health research project with primary data collection activities. Thorough knowledge of research data collection activities, data collection procedures and protocols.
- Highly skilled in all levels of project management, as demonstrated by progressive experience in project coordination, research field work and project coordination, or closely related experience in research, public health, or related environment
- Commitment to and demonstrated experience working with Black communities.
- Demonstrated experience managing an operational budget consisting of multiple grants, including compliance and reporting.
- Highly skilled communication and interpersonal skills to communicate with others, both verbally and in writing.
- Expert knowledge of Microsoft Office Suite and Google Docs.
- Ability to use discretion and maintain all confidentiality.
- Ability to effectively manage multiple priorities, prioritize projects and meet the demands of a fast-paced and dynamic work environment. Adaptable to quickly changing priorities.
- Ability to take initiative and solve problems independently while understanding when to seek guidance from manager or others.
- Able to write at a level suitable for production of scholarly publications.
- Expert in problem-solving implementation challenges in complex programs or research projects.

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- Demonstrated experience navigating bureaucracy to implement programs or research projects.
- Able to travel up to 5% time and work occasional evenings/weekends.
- Bachelor's degree in related area and / or equivalent experience / training

Preferred Qualifications

- Broad academic knowledge of or applied background in social science or health research with human subjects proven by 3-5 years of successful planning, initiation, execution, and reporting of previous investigations.
- Substantive expertise in maternal and child health, sexual and reproductive health, social determinants of health, and/or guaranteed income programs.
- Experience submitting and maintaining Institutional Review Board protocols for human subjects research.
- Experience in translating research into policy recommendations.

Salary & Benefits

This is a full-time, one year contract position.

This position is eligible for the full range of 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 range that the University reasonably expects to pay for this position is \$88,900-\$163,900, annually.

How to Apply

To apply, please submit your resume and cover letter.

Conviction History Background

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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.

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

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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