



**UC Berkeley**  
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Position: **Research Assistant/Associate**

### **About the California Policy Lab**

The California Policy Lab generates research insights for government impact. Through hands-on partnerships with government agencies, CPL performs rigorous research across issue silos and builds the data infrastructure necessary to improve programs and policies that millions of Californians rely on every day. We work on California's most urgent issues, including homelessness, poverty, criminal justice reform, and education inequality. CPL-Berkeley is a center within the Institute for Research on Labor and Employment (IRLE).

CPL recognizes the value of having a diverse staff at all levels of the organization. We are looking for equity-minded applicants who represent and understand the diverse racial and ethnic, gender identity, sexual orientation, educational, socioeconomic, cultural, and disability backgrounds present in California. When you join our team, you can expect to be part of an inclusive and equity-focused community.

### **The Position**

The Research Assistant/Associate (campus title: Junior/Assistant/Associate Specialist) is a critical member of CPL research teams working on policy issues such as criminal justice, education, employment, health, and the social safety net. The Research Assistant/Associate will apply a variety of data analysis and statistical modeling approaches to large datasets in real-world settings. They will collect and clean and prepare data for analysis, collaborate in research design and model development, and implement studies via advanced data analysis, all while working on multiple research projects concurrently.

Specifically, the Research Assistant/Associate will be responsible for preparing and analyzing large datasets, primarily from government sources; applying knowledge of multiple statistical software packages and statistical analysis methods; helping to design and implement rigorous research designs, including randomized control trials (RCTs) and quasi-experimental studies; preparing graphs, tables, and other displays of research results; preparing reports and presentations; and developing other policy-relevant deliverables, including academic publications. The Research Assistant/Associate will contribute to a growing practice of advanced analytical solutions to provide data-driven research and technical assistance to governmental partners. We seek applicants who are confident bridging the gap between academic researchers and government policymakers, and who want to carry out joint research agendas with CPL partners. The position works directly with leading social policy researchers at UC Berkeley and UCLA, state and local government agency staff, as well as the leadership team at CPL.

The position's working job title (Research Assistant vs. Research Associate) and campus job title (Junior/Assistant/Associate Specialist) will be based on experience and qualifications.

This position is based in Berkeley, CA with an expectation of 3 days a week in the office. The position may require occasional travel to Sacramento or elsewhere in California. The position is not eligible for visa sponsorship.

### **Responsibilities include:**

- Analyzes sensitive individual-level administrative data; prepares and summarizes information; recommends and implements statistical approaches.
- Cleans, links, and prepares data sets, primarily from government sources, for analysis, using STATA or another, similar language (e.g., SAS, R, SPSS, Python).
- Communicates with government partners about data requests and other data issues.
- Collaborates on the design, documentation, testing and implementation of research studies, largely using quantitative methods and methods designed to assess causal impact.
- Prepares graphs, tables, and other displays of the results of research and analysis. Assists with preparation of manuscripts and presentations, including gathering references, copyediting, and confirming internal consistency.
- Researches and summarizes academic and applied research.
- Assists the Executive Director and Research Director with administrative aspects of research projects and execution of the Lab's other activities.

### **Required Qualifications**

- Bachelor's degree in computer science, economics, sociology, public policy, or other relevant social/mathematical science field or equivalent training.

### **Preferred Qualifications**

- Graduate degree in a related field.
- STATA programming skills or knowledge of another, similar language (e.g., SAS, R, SPSS, Python).
- Demonstrated quantitative skills, knowledge, and experience in data/statistical analysis, including analyzing large governmental datasets.
- Proficiency with additional statistical or programming languages such as R, Python, or SAS.
- Strong interpersonal and communication skills, including writing skills.
- Organizational skills and attention to detail.
- Ability to effectively manage time and multi-task, and see assigned parts of projects through to completion deadline.
- Ability to work both independently and as a team member.
- Experience working with large and complex datasets.
- Experience working on randomized controlled trials.
- Experience managing projects and client relationships.

### **Salary & Benefits**

This position is full-time and will start as a one-year contract with the possibility of extension based on funding and performance.

The UC academic salary scales set the minimum pay determined by the rank and step at appointment. See the following table for the current salary scale: [Represented Specialist Series Salary Scale](#). A reasonable full-time salary estimate for this position is \$65,000 - \$95,000.

For information on the comprehensive benefits package offered by the University visit:  
<http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>

## How to Apply

Go to <https://aprecruit.berkeley.edu/JPF05338>

This recruitment will remain open until filled. Specific questions regarding the recruitment can be directed to Chris Runde at [chris\\_runde@berkeley.edu](mailto:chris_runde@berkeley.edu).

## About UC Berkeley

This UC Berkeley is committed to diversity, equity, inclusion, and belonging in our public mission of research, teaching, and service, consistent with [UC Regents Policy 4400](#) and University of California Academic Personnel policy ([APM 210 1-d](#)). These values are embedded in our [Principles of Community](#), which reflect our passion for critical inquiry, debate, discovery and innovation, and our deep commitment to contributing to a better world. Every member of the UC Berkeley community has a role in sustaining a safe, caring and humane environment in which these values can thrive.

The University of California, Berkeley is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status.

For more information, please refer to the [University of California's Affirmative Action and Nondiscrimination in Employment Policy](#) and the [University of California's Anti-Discrimination Policy](#).

In searches when letters of reference are required all letters will be treated as confidential per University of California policy and California state law. Please refer potential referees, including when letters are provided via a third party (i.e., dossier service or career center), to the UC Berkeley statement of confidentiality prior to submitting their letter.

As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements.

Unless stated otherwise, unambiguously, in the position description, this position does not include sponsorship of a new consular H-1B visa petition that would require payment of the \$100,000 supplemental fee.

As a condition of employment, the finalist will be required to disclose if they are subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct.

“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 or discrimination, as defined by the employer.

For reference, below are UC’s policies addressing some forms of misconduct:

- [UC Sexual Violence and Sexual Harassment Policy](#)
- [UC Anti-Discrimination Policy](#)
- [APM - 035: Affirmative Action and Nondiscrimination in Employment](#)