

Othering & Belonging Institute, UC Berkeley

Position Title: Staff Researcher (7397U) - #33121

Location: Main Campus – Berkeley (remote until campus reopens)

How to Apply: Go to <https://jobs.berkeley.edu/job-listings> and search for job #33121 to apply.

A tailored cover letter and resume are required. Please submit your cover letter and resume as a single attachment when applying.

Application Review Date: This job will remain posted until filled.

Departmental Overview

The Othering and Belonging Institute (“the Institute”) brings together researchers, stakeholders, policymakers, and communicators to identify and challenge the barriers to an inclusive, just, and sustainable society and to create transformative change. The Institute serves as a national hub of a vibrant network of researchers and community partners, and, as such, plays a leadership role in translating, communicating, and facilitating research, policy, and strategic engagement for societal good. The Institute advances research and policy related to marginalized groups and social cleavages including disability, LGBTQO citizenship, race, religion, economics, public health, education, democracy and the new emerging research on global north/global south relations. The Institute represents a tremendous opportunity to bring leading researchers and substantial resources across disciplines to bear on society’s pressing and pivotal issues related to equity, inclusion, and diversity.

The Staff Researcher serves as an important member of the Institute research team, providing, developing and coordinating research on multiple projects on behalf of the Institute’s Director as well as its Research Director. The Staff Researcher will provide policy research, data analysis and project support to advance Institute program activities and agendas. The Staff Researcher will provide research assistance on external speaking engagements, conduct data analysis, write and otherwise develop reports, research memos, blogs, and other media that communicate the institute’s research and analysis. The Staff Researcher may also be asked to carry out assignments with other Institute programs as needed or assigned. This position will report to the Research Director.

Responsibilities

- Conducts original research on pressing issues or novel questions that may arise or are otherwise assigned by Institute Director. This includes finding or locating sources or

references or compiling or synthesizing existing research into a summary memo. It may also include reviewing documents, files, or books.

- Conducts research for the Research Director, including searching for sources and materials on critical subject matter or topical areas relating to Institute research. This also includes looking for citations or sources, compiling data or figures, and formatting as needed into either correct citations or tables and charts as desired.
- Draft or compose reports or briefs for partners, priority audiences, or other external audiences as requested.
- Supports the speaking engagements team with primary and secondary research on assigned speaking engagements, including communications with hosts and support staff as needed.
- Attends and participates in research team meetings, staff meetings, and other meetings as required.

Required Qualifications

- Master degree in public policy or related area and/or equivalent experience/training.
- Familiarity with research databases, repositories, and methods.
- Demonstrated ability in locating sources, citations, data or figures. Experience with citation formatting.
- Proficient in communication and interpersonal skills to communicate effectively, both verbally and in writing.
- Demonstrated ability to analyze large amounts of information and synthesize for clear and concise summary.
- Excellent writing and editing skills and capacity to understand and translate academic findings for lay audiences.
- Proficient in ability to multi-task with demanding timeframes.
- Familiarity with conceptual frameworks central to the work of Othereing and Belonging Institute, including targeted universalism, structural marginalization, and othering and belonging.
- Familiarity with Chicago style manual for citation preferred.
- Demonstrated political acumen, tact and follow-through when working with high-level faculty, staff and partners preferred.

Salary & Benefits

This position is a non-exempt, bi-weekly paid position. Hourly pay for this role is commensurate with experience within the range of \$29.84 - \$35.78 and informed by our organizational equity-based salary scale.

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

Other Information

- This is a two-year, full-time (40-hours/week), Contract Appointment - eligible for full UC benefits.
- This is a remote-friendly position, eligible for 100% remote capability.
- A contract renewal is possible after two-years.

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 see:

https://www.eeoc.gov/sites/default/files/migrated_files/employers/poster_screen_reader_optimized.pdf

For the complete University of California nondiscrimination and affirmative action policy see:
<http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>