

Research Associate/Project Management (7397U),  
Berkeley Public Health - 79732  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259988>

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Posted Jul. 21, 2025, set to expire Jun. 30, 2026

<b>Job Title</b>	Research Associate/Project Management (7397U), Berkeley Public Health - 79732
<b>Department</b>	Berkeley Public Health
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jul. 21, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Research Scientist/Associate Professional Staff
<b>Academic Field(s)</b>	Public Health/Management/Administration Public Health/Biostatistics/Epidemiology
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**Job Description**

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**Research Associate/Project Management (7397U), Berkeley Public Health - 79732**

**About Berkeley**

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

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As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

## Departmental Overview

Berkeley Public Health (BPH) aims to improve population health, especially for the most vulnerable, through interdisciplinary collaborations, preeminent education, and transformational research. Established in 1943, BPH is a professional school on the UC Berkeley campus that comprises six academic divisions and nearly 30 research centers and programs. Our department's values include social justice, health as a right, challenging conventional thought, embracing diversity, and creating meaningful impact. We honor our principles of community by centering and valuing everyone in our community; prioritizing prevention while remaining grounded in social justice; promoting safety and respect; practicing self-care and kindness; and remaining optimistic, hopeful, and committed to change. Learn more at: [publichealth.berkeley.edu](http://publichealth.berkeley.edu).

The Forum for Collaborative Research, a public/private partnership and part of the UC Berkeley School of Public Health, has addressed cutting edge regulatory science and policy issues for over 20 years through a process of stakeholder engagement and deliberation.

## Position Summary

The Forum for Collaborative Research, a public/private partnership and part of the UC Berkeley School of Public Health, has addressed cutting edge regulatory science and policy issues for over 20 years through a process of stakeholder engagement and deliberation. Researcher Associates in the Forum help organize and execute the work of a broad community of stakeholders comprising academic

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scientists, regulatory agencies, industry sponsors, and patient groups. Under direct supervision, the Research Associate will manage projects, coordinate the efforts of working groups, and organize symposia.

This position is based in Forum offices in Washington DC at the UC Washington Center (UCDC).

### **Application Review Date**

The First Review Date for this job is: 07/30/2025.

### **Responsibilities**

- Independently implements a work-plan to set up symposia - notifying attendees of logistics, agenda, assuring that meeting planner has appropriately prepared meeting infrastructure and addressing logistical issues raised by attendees.
- Assists senior staff in performing research such as identifying and distributing background materials, preparing initial drafts for review by the Director and/or expert faculty and incorporating recommended changes.
- Independently writes first drafts of planned publications, abstracts, or meeting summaries based on content of Forum symposia, individual projects and scientific symposia for review and editing.
- Prepares background materials for grant applications and/or funding requests and symposia.
- Supports senior staff in analysis of scientific data or clinical information.
- Works closely with administrative staff and senior staff to assure progress on weekly work-plan.
- Prepares weekly report on activities for review by senior staff and works closely with junior staff.
- Identifies problems and proposes solutions to problems for presentation to faculty and supervisory staff.
- Assists junior staff in identification, collection and posting of didactic materials for students per direction of staff.
- Participates in workshops, trainings, and other professional development activities.
- Other duties, as assigned.

### **Required Qualifications**

- Working knowledge of and/or ability to learn common organization- or research-specific and other computer application programs, including Microsoft Excel and ability to manipulate spreadsheet data.
- Proficient in communication and interpersonal skills to communicate effectively, both verbally and

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in writing.

- Proficient in ability to use discretion and maintain all confidentiality.
- Demonstrates ability to use sound judgment in responding to issues and concerns.
- Demonstrates ability to analyze information, research and synthesize large amounts of data with strong attention to detail.
- Proficient in ability to multi-task with demanding timeframes.
- Works effectively as a team member with senior internal and external scientists, public health officials, physicians and administrative personnel.
- Coordinates and manages work assignments of junior scientific staff (interns).
- Excellent writing and oral communications skills.
- Communicates clearly and effectively with scientists and physicians, government officials and public health/patient advocates.
- Able to conduct background scientific research independently and prepare summaries, meeting minutes, draft scientific abstracts and paper.
- Bachelor's degree in related area and/or equivalent experience/training.

### Preferred Qualifications

- Should have familiarity with public health issues in the areas of liver disease, viral hepatitis, HIV, CMV, and/or other disease areas.
- Master's degree in public health or other life sciences and/or equivalent experience/training.

### Salary & 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 hourly range that the University reasonably expects to pay for this position is \$33.50 -

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\$38.50.

- This is a non-exempt, biweekly-paid position.

### How to Apply

- To apply, please submit your resume and cover letter.

### Other Information

- This is not a visa opportunity.
- This recruitment has 2 openings.
- This position is based in Forum offices in Washington DC at the UC Washington Center (UCDC).

**SB 791 and AB 810 Misconduct Disclosure Requirement:** As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"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, discrimination, dishonesty, or unethical conduct, 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](#)

[Abusive Conduct in the Workplace](#)

### Equal Employment Opportunity

The University of California 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, protected veteran status, or other protected status under state

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or federal law.

**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS\\_CG\\_S](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

University of California, Berkeley

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