

Assistant Director, SERU Consortium (7398U) 72736
University of California, Berkeley

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Posted Sep. 9, 2024, set to expire Jan. 4, 2025

Job Title	Assistant Director, SERU Consortium (7398U) 72736
Department	Goldman School of Public Policy
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 9, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director Professional Staff
Academic Field(s)	Statistics & Actuarial Science Computer/Information Sciences
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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.

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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 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

The Goldman School of Public Policy (GSPP) has 30 ladder rank faculty, 12 emeriti faculty, more than 70 staff members, and more than 30 academic Lecturers. It occupies seven buildings (both on and off-campus) with more than 40,000 assignable square feet; within those buildings are eight classrooms and more than 100 offices.

The School is primarily a graduate school, with four degree programs at the graduate level: the Masters of Public Policy (MPP); a Self-Supporting Degree Program - the Masters of Public Affairs (MPA); the Masters of Development Practice (MDP); and our PhD program in Public Policy. Its annual budget is approximately \$40M, made up of revenue sources such as current use and endowed philanthropy funds, contracts and grants, supplemental tuition from the MDP and MPP programs, self-supporting degree revenue from the MPA, and state funding.

The School is home to more than 10 research centers led by GSPP faculty: the Institute for Research

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on Labor Economics; the Center for Studies on Higher Education; the Center for Environmental Public Policy; the Berkeley Institute for Young Americans; the Center on Civility and Democratic Engagement; the Global Policy Lab; the Possibility Lab; the Center for Security in Politics; the Berkeley Opportunity Lab; the California Policy Lab; the India Energy and Climate Center; the Risk and Resilience Research Lab, and others.

GSPP enrolls more than 1500 undergraduates annually in elective classes, and has more than 600 students in its undergraduate minor. The School has approximately 330 Master's degree candidates, 20 PhD students, and more than 3,000 alumni. GSPP hires more than 60 graduate student instructors, readers, lecturers and graduate student researchers annually. Its constituency also includes parents, friends and a number of organizations representing state, federal and local government and policy organizations. Former UC President Emerita Janet Napolitano is a ladder rank faculty member at the School, and she has expanded the research in Security Policy, as well as enabling connections with heads of state and former heads of state, both in the United States and abroad.

GSPP has been ranked first among Policy Analysis schools in the US for more than 20 years by US News and World Report. GSPP is also consistently ranked as one of the top graduate schools of Social Policy, and ranked fourth nationally in the fields of Public Affairs and Environmental Policy & Management.

One of GSPP's research centers is the Center for Studies in Higher Education (CSHE), the first research institute in the United States devoted to the study of higher education. The Center's mission is to produce and support multi-disciplinary scholarly perspectives on strategic issues in higher education, conduct policy relevant research, promote the development of a community of scholars and policymakers engaged in policy-oriented discussion, and continue the Center's public service role as a resource on higher education.

Based at CSHE, the Student Experience in the Research University (SERU) Consortium is a community of research-intensive universities collaborating on administering student surveys and sharing data for institutional self-improvement.

As a member-run, not-for-profit research consortium, SERU is organized to reduce the complexities and costs associated with collecting, managing, and reporting data while fostering data-driven self-improvement among its members.

SERU member universities collaborate by: administering undergraduate and graduate SERU surveys (census, online, customized, longitudinal) of the research university experience; sharing SERU

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benchmark data and best practices; seeking paths for institutional self-improvement; and generating research insights to inform higher education policy.

The SERU Consortium works in partnership with the University of Minnesota, ETIO, and member universities. The CSHE staff provides strategic leadership for the growth and operations of the consortium, oversees survey administration and reporting across 40 universities both in the United States and internationally, and leads research efforts using the extensive data collected, which includes over 1.5 million student responses and has supported the publication of over 200 research papers, reports, and book chapters.

Application Review Date

The First Review Date for this job is September 19, 2024

Responsibilities

Supporting Survey Administration:

- Act as the primary liaison for SERU Member universities regarding survey administration, deliverables, and data sharing.
- Coordinate the work of the Design and Content Workgroups, including survey item writing and revision tracking.
- Oversee the finalization of survey instruments for both North American and International administrations.
- Manage the relationship with and oversee the work of the Consortium's survey vendor.
- Develop and maintain policies and procedures related to survey administration and data sharing.
- Ensure data confidentiality for data sets and data access, as appropriate per UC security policies, using standard processes such as VPN access and encryption.
- Assist the SERU Consortium Director and SERU Board in managing and coordinating the recruitment of new universities.

Deliverable Development:

- Manage the development of deliverables to other member institutions within the SERU consortium, including common data files and interactive reporting tools, survey data, and survey instruments for campus members.
- Oversee and protect the SERU data and deliverables archive.

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- Participate in the writing of and the development of technical reports to SERU member institutions and external stakeholders.

Research and Development:

- Participate in SERU North America NAD Consortium member meetings.
- Coordinate the review of external research requests and facilitate data provision to external researchers.
- Liaise with the SERU Principal Researchers to ensure successful research trajectories.

Other duties as assigned:

- May require some evening and weekend work, and occasional travel. The incumbent is required to complete all mandated UC training, and other training as directed.

Required Qualifications

- Demonstrated proficiency in survey methodology and data analysis.
- Experience with Qualtrics, Tableau, and statistical packages such as R, Stata, or SPSS.
- Strong interpersonal skills with the ability to effectively communicate and collaborate with a variety of university stakeholders, member institutions and their SERU liaisons.
- Demonstrated ability to manage multiple projects simultaneously and meet deadlines.
- Demonstrated Project Management skills, including familiarity with RACI charts, GANTT charts, timeline oversight, and the coordination of competing project priorities.
- Ability to think critically and solve complex problems.
- Strong oral and written communication skills, including the ability to write project updates, and compile member institution contributions into a cohesive project summary.
- Ability to work both independently and as a team member.
- Some familiarity with budgeting processes, including preparing Statements of Work and simple project budgets, in collaboration with the Center PIs and CSHE staff.
- Demonstrated ability to synthesize academic research for a non-technical audience.
- Familiarity with quantitative analysis methods, including cleaning of data sets for further statistical use.
- Bachelor's degree in related area or equivalent experience or specialized training in survey projects in a social science environment.

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Preferred Qualifications

- Advanced degree in related area or equivalent experience.

Salary & Benefits

This is a full-time, 2-year contract position that is eligible for renewal based on continued funds. This position is eligible for up to 100% remote work within the United States. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs and are subject to change.

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 \$80,000-\$90,000, annually.

How to Apply

To apply, please submit your resume and cover letter.

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](#)

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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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