Research & Outreach Manager (7398U) - Institute of Transportation Studies
University of California, Berkeley

Job Title	Research & Outreach Manager (7398U) - Institute of Transportation Studies
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 26, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Research Scientist/Associate Professional Staff
Academic Field(s)	Transportation Engineering
Apply Online Here	https://apptrkr.com/5385619
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Job Description	

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About Berkeley

This position is 100% remote; however, office space may be provided at one of the ITS campuses (UC Berkeley, UC Davis, UC Irvine, or UCLA).

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

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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 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 University of California Institute of Transportation Studies (UC ITS, https://www.uctis.org) is an expansive network of faculty, research and administrative staff, and students dedicated to advancing the state of the art in transportation engineering, planning, and policy to benefit the residents of California, the nation, and the world. Established by the California Legislature in 1947, the UC ITS has branches at UC Berkeley, UC Davis, UC Irvine, and UCLA. The four branches collectively host more than 250 graduate students, with approximately 100 Masters and Ph.D. students graduating each year. Over the past quarter century, the four ITS branches have substantially expanded their individual research, education, and outreach programs to collectively form the preeminent university transportation research center in the world. In 2017, the Road Repair and Accountability Act of 2017

(SB1) significantly increased state support for university research. SB1 provides the UC ITS an annual allocation of $5 million dollars to support the Statewide Transportation Research Program (STRP) that will help the Golden State maximize the economic, environmental, and social benefits of transportation investments. This is in addition to the nearly $1 million in annual allocation the State has been providing since 1947 when UC ITS was established. In 2021, the State budget included a one-time allocation of $10 million to UC ITS to fund the newly established Resilient and Innovative Mobility Initiative (RIMI, https://www.ucits.org/rimi/) for three-years. RIMI will support research in three areas: carbon neutrality in transportation, public transit and shared mobility recovery, and emerging transportation technologies. Jobs and equity are cross-cutting themes of the RIMI research program.

The Research & Outreach Manager will provide support and oversight of the UC ITS research program; support outreach, communication, and engagement activities; and advance UC ITS' organizational excellence.

This is a 2-year, 100% FTE contract position with the possibility of extension and/or conversion to career.

Application Review Date

The Next Review Date for this job is: July 29, 2024 - Open Until Filled

Responsibilities

*25%*Provide research program support and coordination across the four ITS campuses, to include maintain records of all research projects; collect and process research progress reports; close out projects; coordinate with administrative staff from across the four campuses, and related tasks.

*25%*Support research dissemination, outreach, and engagement activities, to include contribute to production of monthly e-newsletter and other communication activities; support delivery of outreach and engagement activities; identify and pursue opportunities for increasing the reach and impact of UC ITS research insights and findings; and related tasks.

15% Oversee request for proposals (RFP) process, to include draft the RFP and related materials; develop workflows for collecting, processing and evaluating proposals; manage project initiation; and related tasks.

*10%*Manage workflow for processing research project deliverables, including assigning and reviewing the work of copy editors, student assistants, and other contributors.

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10% Advance organizational excellence by evaluating the effectiveness of existing systems in meeting organizational goals and objectives, and proposing improvements using best practices and methodologies.

10% Track, evaluate, and report overall progress of research program, to include develop and track key performance indicators; regularly monitor and analyze performance data to identify trends, deviations, and opportunities for further optimization; and related tasks.

5% Provide high-level budget tracking and prepare financial reports.

Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training.
- Demonstrated ability to communicate effectively verbally, in writing, and visually.
- Highly organized with demonstrated ability to use collaborative project management tools to compile information, delegate project tasks, communicate responsibilities and expectations, and track progress; and effectively organize in-person and/or virtual meetings and events.
- Analytical skills to review current policies and procedures and recommend change to increase efficiency.
- Strong interpersonal skills to establish and maintain professional, effective working relationships with others.
- Strong skills in analyzing, researching and synthesizing large amounts of data for preparing sound and relevant proposals / analyses.
- Ability to multi-task with demanding time frames.
- Ability to both take direction and work independently with minimal direction, making independent decisions, establishing priorities, and following through on assignments.
- Knowledge of and ability to use web-based collaboration, project management, and communication systems, such as: Google Drive, Google Apps, Mail Chimp, and Airtable.
- Experience implementing the principles of performance management, multiculturalism and diversity, coaching skills to enhance staff contributions to the UC ITS mission.
- Experience with research program administration, including project, personnel, and/or budget management.
- Knowledge of and ability to use graphic design and communication software, such as Adobe Creative Suite.

Preferred Qualifications

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- Educational background and/or professional experience in a field related to the work of UC ITS, such as transportation engineering, planning, or public policy.

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 salary or hourly range that the University reasonably expects to pay for this position is $70,100 to $97,400 yearly ($5,841.67 to $8,116.67 monthly). This is an Exempt, monthly paid position eligible for benefits.

Other Information

- *This is a 2-year, 100% FTE contract position with the possibility of extension and/or conversion to career.*
- *This position is 100% remote; however, office space may be provided at one of the ITS campuses (UC Berkeley, UC Davis, UC Irvine, or UCLA).*

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.

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The University of California's Affirmative action policy.

The University of California's Anti-Discrimination policy.

To apply, visit
https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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University of California, Berkeley

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