



Academic Administrator

(Job Code 1063)

Guizhou Berkeley Big Data Innovation Research Center (GBIC)

School of Social Welfare

120 Haviland Hall

University of California, Berkeley

Berkeley, CA 94720-5860

<http://socialwelfare.berkeley.edu/>

Posting Title: Academic Administrator – Guizhou Berkeley Big Data Innovation Research Center
- School of Social Welfare

DEPARTMENTAL (LAB) OVERVIEW:

The Guizhou Berkeley Big Data Innovation Research Center (GBIC) has been established as a premier global hub for conducting data analytic research to improve the health and well-being of the vulnerable population in China and abroad. GBIC aims to conduct advanced data analytics to address solutions for the 21st Century, focusing on cutting-edge research methods that lead to rapid translation into social service practice and policy. The Center is a collaboration of University of California and top Chinese academic institutions for research using data analytics.

This is a full-time, one-year academic appointment and is expected to begin as soon as possible. This position has the possibility of extension depending on work performance and funding availability. The successful applicant will be chosen based on their qualifications as well as their potential and dedication to this specialized area of big data analytics in social welfare and social work.

RESPONSIBILITIES:

Academic Administrator will, under general supervision of the principal investigator,

- Lead and conduct big data research in social welfare.
- Coordinate and provide research support to GBIC projects.
- Prepare professional presentations and publications.
- Monitor database system and manage e-reference library.

- Participate in development and monitoring of GBIC website.
- Develop, plan and coordinate Center events, including educational and training programs.
- Generally responsible for the operations of GBIC, including some administrative functions.
- Supervise and mentor undergraduate and graduate student researchers.
- Work with faculty and research staff to investigate and prepare research proposal(s) for funding opportunities.
- Coordinate and participate in meetings with stakeholders including funders, universities, public agencies as well as private business sectors in the US and abroad.
- Participate in development strategies, including assist in financial planning, public relation, and marketing campaign as needed.
- International business travel required.
- Documents translations and verbal interpretation between English and Chinese would be needed from time to time.

BASIC QUALIFICATIONS:

- Working professionals in social welfare or related social research areas with a Ph.D. in social welfare, or a relevant technical, social science, or interdisciplinary field such as Information Technology , Information Science, Education, Public Policy or Public Health.

ADDITIONAL QUALIFICATION:

- Three years of professional experience in conducting applied social research in an academic setting.
- Three years of experience in project management, finance, and data analysis, Information and Communication Technology (ICT).
- Demonstrated strong organizational and coordination skills; with solid international exposure.
- Demonstrated excellent interpersonal and communication skills.
- Fluent in English and Chinese (Mandarin, Cantonese) in speaking, writing and reading both traditional and simplified Chinese characters.

PREFERRED QULIFICATIONS:

- Demonstrate a strong track record of successfully implementing applied social research projects
- Experience giving presentations at professional conferences and publishing journal papers in relevant research fields
- Effectively completing projects with economic and social impacts; generating revenue for organizations

APPLICATION INSTRUCTIONS:

Apply at the following location:

For information about the position or application process, please contact Shamika Jones at shamika.jones@berkeley.edu. Recruitment is open until filled.

Applicants must include the following in pdf format:

- Current Resume or Curriculum Vitae
- Cover letter or personal statement outlining your research interests and experience related to the job qualification.
- Contact Information for two references. Letters of reference will be solicited for finalists.
- Optional: Statement of Contribution to Diversity

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 (<http://apo.berkeley.edu/evalltr.html>) prior to submitting their letters.

To apply, please go to: <https://aprecruit.berkeley.edu/apply/JPF01324>

SALARY & BENEFITS:

The payroll title for this position is Associate Specialist with a full time annual salary range of \$65,000-\$70,000. This appointment is eligible for full UC benefits. For information on the comprehensive benefits package offered by the University visit:

<http://ucnet.universityofcalifornia.edu/forms/pdf/benefits-of-belonging.pdf>

The department is also interested in individuals who may have had non-traditional career paths or who may have taken time off for family reasons, or who have achieved excellence in careers outside academe (e.g., in professional or industry service).

The School seeks candidates whose research, teaching, or service has prepared them to contribute to our commitment to diversity and inclusion in higher education.

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, age or protected veteran status.

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