The California Social Work Education Center (CalSWEC), a statewide consortium of universities that helps address professional training needs of the state, is seeking an evaluation specialist. CalSWEC collaborates with 20 other universities to help support the delivery of training to students and other professionals in the areas of child welfare, community mental health, and aging. CalSWEC is a unit of the University of California at Berkeley’s School of Social Welfare. This position reports to the CalSWEC Director of Mental Health Program.

**Responsibilities**

5% Assists with implementation of business processes. Maintains and develops research gathering, retrieval and reporting systems.

15% Plans studies, including the design of survey instruments and determining the sampling and reporting procedures.

20% Collaborates on the design, documentation, testing and implementation of research studies.

10% Assists in developing systems for organizing data to analyze, identify and report trends.

20% Gathers and analyzes research data and relevant literature; prepares and summarizes information and/or recommendations for future program development and refinement.

5% May be involved in researching, evaluating and selecting new data reporting products.

10% Prepares reports and/or analysis for internal and external department constituents.

10% Independently plans limited studies or assists higher level Analysts in large, complex studies.

5% Attends relevant professional development conferences, trainings, seminars, etc.

**Required Qualifications**

- Working knowledge of social work and behavioral health services
- Working knowledge of research and evaluation functions.
- Working skills in statistical analysis, system programming, database design and data security measures.
- Working skills in database programs including FileMaker Pro, Excel, and statistical programs, especially SPSS
- Working skills in analysis and consultation.
- Skills to communicate complex information in a clear and concise manner both verbally and in writing.
- Ability to work effectively with a team and to engage external constituents.
- Bachelor’s degree in related area and/or equivalent experience/training

**Preferred Qualifications**

Master’s degree in social work or a related area preferred.
Salary & Benefits
The normal annual starting salary for this position is $46,200 to $68,700 (midpoint of the full salary range).

For information on the comprehensive benefits package offered by the University visit: http://atyourservice.ucop.edu/forms_pub/misc/benefits_of_belonging.pdf

How to Apply
Please submit your cover letter and resume as a single attachment when applying. Follow this link to apply: https://hrw-vip-prod.is.berkeley.edu/psp/JOBSPROD/EMPLOYEE/HRMS/c/HRS_HRS.HRS_APP_SCHJOB.GBL&PAGEN=HRS_APP_JBPST

Other Information
The CalSWEC program is located off-campus at 2850 Telegraph Avenue.

This position is a 30% full time equivalent (FTE) one year employment contract that may increase to 50% (FTE) during the contract period. Extension of the contract beyond one year is dependent on available funding.

Criminal Background Check
This position has been designated as sensitive and may require a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal Background Check.

Equal Employment Opportunity
The University of California, Berkeley is an Equal Opportunity/Affirmative Action Employer.