

The Department of Psychiatry and Behavioral Sciences at the University of California, Davis invites applications for a qualified Junior Specialist for the Behavioral Health Center of Excellence Outcomes and Evaluation Core.

This position will be involved in interdisciplinary studies investigating mental health promotion interventions across populations including adolescents and young adults. General responsibilities include: research participant recruitment and scheduling, development and maintenance of study databases, assistance with grant and manuscript preparation, and assistance with project management. The scope of responsibilities is broad and may also include supervision of undergraduate volunteers as required, and support of research team meetings and research-related discussions. The ideal candidate will have strong interpersonal, communication, sound judgment, and problem-solving skills; as well as the ability to work well independently and as part of a team.

BASIC QUALIFICATIONS:

- Bachelor degree by Winter 2017 in biological or social sciences or a related field
- GPA of 3.5/4.0 or higher
- Experience with multi-collaborator projects
- Experience working with a broad range of age groups
- Excellent verbal and written communication skills to accurately receive and convey information and work effectively with research team members and community partners
- Detail oriented with excellent organizational skills to handle multiple tasks simultaneously and meet deadlines
- Tracking and recordkeeping skills
- Writing skills including accurate grammar, spelling, and punctuation sufficient to create and edit documents
- The ideal candidate will have strong interpersonal, communication, sound judgment, and problem-solving skills; as well as the ability to work well independently and as part of a team.

PREFERRED QUALIFICATIONS:

- Experience with database management software desirable
- Expert knowledge of the Microsoft Office software suite preferred

SALARY RANGE: Step I - \$17.99 per hour or Step II - \$19.18 per hour commensurate with qualifications and experience.

This position is open effective March 6, 2017 with an initial review date of March 20, 2017. The posting will remain open until June 30, 2017.

TERM OF APPOINTMENT: Short term, seasonal appointment based on the needs of the research project. Appointments may be made up to 100%.

TO APPLY: For full consideration, applications must be received by March 20, 2017; however, the position will remain open until filled through June 30, 2017. To apply, please go to the following link: <https://recruit.ucdavis.edu/apply/JPF01486>.

Applicants should submit cover letter and curriculum vitae. Documents/materials must be submitted as PDF files. Applicants should also provide contact information for three references.

QUESTIONS: Please direct questions to Professor Carolyn Dewa: csdewa@ucdavis.edu

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>.

Under Federal law, the University of California may employ only individuals who are legally able to work in the United States as established by providing documents as specified in the Immigration Reform and Control Act of 1986. Certain UCSC positions funded by federal contracts or sub-contracts require the selected candidate to pass an E-Verify check. More information is available <http://www.uscis.gov/e-verify>.

If you need accommodation due to a disability, please contact the recruiting department.