Part-time Job Opening for Undergraduate Student ($15+/hr)
Fall 2021
Data Privacy Compliance & Legal Department

Position: Data Privacy Assistant, Data Privacy Compliance & Legal Department

About the Lab
The California Policy Lab (CPL) creates data-driven insights for the public good. Our mission is to partner with California’s state and local governments to generate scientific evidence that solves California’s most urgent problems, including homelessness, poverty, crime, education inequality, and unemployment. We facilitate close working partnerships between policymakers and researchers at UCLA and UC Berkeley to help evaluate and improve public programs through empirical research and technical assistance. As an organization dedicated to improving the lives of a diverse population, the California Policy Lab is committed to building a diverse staff at all levels of the organization. Candidates of all backgrounds and identities are encouraged to apply.

The Role
CPL seeks a part-time Data Privacy Assistant to assist the Director of Data Partnerships & Privacy with internal compliance efforts. To read more about CPL and the impact of our work on public policy, visit our website at www.capolicylab.org.

Responsibilities:
• General administrative support (electronically filing documents, sending emails, etc.)
• Inputting data into spreadsheets/calendars
• Training researchers on proper use of data
• Assisting with internally auditing user access and negotiating contracts
• Researching IT security standards and access to administrative data for research purposes.

Competencies:
Required:
• Ability to pay rigorous and careful attention to detail
• Organized
• Collaborative and willing to ask questions whenever something feels unclear or ambiguous
• Ability to work independently and as part of a team

Preferred:
• Demonstrated interest in data privacy, compliance, law, or IT security
• Experience working in an office environment
Experience using Google Workspace (e.g., Google Calendar, Drive, Docs & Sheets)
Experience with public speaking, presentations, or teaching others

This position is a great opportunity for someone interested in gaining exposure to data privacy (particularly in the context of government and research), compliance, law, and information security.

The position would be supervised by the Director of Data Partnerships & Privacy and work collaboratively with other CPL researchers and staff. Due to the COVID-19 pandemic, CPL staff are working remotely.

**Hours:** 20 hours/week, on a mutually agreeable work schedule
**Compensation:** $15-$17/hour, depending on qualifications
**Term:** Fall Quarter 2021, with possibility of extension

**To apply,** please send a resume and short statement describing your interest in this position to April Chang at a.b.c@ucla.edu. In your statement, please also indicate when you could start. Candidates who pass an initial resume review will be contacted.