

Faculty Support Administrator (4263C), Department of  
Chemistry - 67496  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=234449>

Downloaded On: May. 16, 2024 8:52am

Posted Apr. 10, 2024, set to expire Jun. 30, 2024

<b>Job Title</b>	Faculty Support Administrator (4263C), Department of Chemistry - 67496
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Apr. 10, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Educational Services
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**Job Description**

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**Faculty Support Administrator (4263C), Department of Chemistry - 67496**

About Berkeley

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 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

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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](https://grow.berkeley.edu).

## Departmental Overview

UC Berkeley was rated the number one public university in the US for 2022, with the Department of Chemistry rated the best program for chemistry in the world in 2019. Since 1946, UC Berkeley has won 8 Nobel Prizes for Chemistry, our most recent was awarded in 2020.

The Department of Chemistry is seeking a new Faculty Support Administrator to support our top-rated research. Our faculty address major scientific and technological challenges facing the world. Join us in our mission to advance society through education and research.

## Application Review Date

The First Review Date for this job is: April 23, 2024

## Responsibilities

Financial/Grant Management:

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- Formulate annual operating budgets, proposal budgets, expenditure projections, analysis of financial data, and forecasting.
- Prepare long-range projections to include allocations, income and expenditures for operations.
- Integrate UCB and LBNL reports to create current and accurate financial data ensuring fiscal integrity.
- Utilize reports to anticipate and resolve operational, fiscal, or other discrepancies.
- Develop research group fiscal operating policies and procedures.
- Implement and maintain policy and procedural updates.
- Utilize campus and LBNL on-line financial systems for financial reporting.
- Reviews and reconciles monthly financial reports for LBNL and outside agencies.
- Advise research groups on optimal fund usage as well as on expenditure policy restrictions.
- Establish and maintain spreadsheet programs for tracking expenditure transactions.

Funds Administration:

- Facilitate pre-proposal preparation process for numerous sponsors.
- Prepare budgets for research proposals and coordinates submission with College Business Office.
- Interpret and analyze agency proposal format, content, budgetary components and funding guidelines.
- Serve as liaison between Principal Investigator, SPO, RAs and other regional services and agencies.
- On behalf of the PI or Department, coordinate, project and review spending on all accounts.
- Track expenses, including purchases and payroll records.
- Work with shared services Research Administrators (RA) on reallocation of funds as necessary.
- Keep UCB and LBNL payroll offices informed with regard to research personnel payroll status.
- Keep abreast of changes to University policies and procedures and funding agencies procedures and deadlines.
- Prepare all necessary forms required to insure all gift checks are credited to the various donors' accounts of the PI or Department.

Reporting:

- Coordinate monthly budgetary analysis, expenditure reconciliation, and financial transfers and close-outs of contracts and grants with CSS RA and LBNL financial officers.
- Design and implement reconciliation reports for internal reporting.

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- Create and maintain a timeline for preparation of interim and final technical reports to funding agencies.
- Compile and prepare technical reports, research summaries, annual and final reports for submission to funding agencies to support continued renewal of grants.

Personnel Management:

- Facilitate the group's application and interview process for orienting and hiring of graduate student researchers, postdoctoral scientists and visiting scientists.
- Arrange domestic and foreign travel itineraries and submit reimbursement requests.
- Coordinate visa and work permit applications for foreign researchers, ensure that proper documentation is in process for foreign visitors/researchers on visa matters.
- Administer all activities concerning postdoctoral assistants, graduate research students, visiting professors/scholars and undergraduate researchers.

Material and Equipment Management:

- Facilitate procurement of highly specialized and fabricated equipment.
- Arrange purchases, repair and maintenance of this equipment.
- Coordinate with University, College and LBNL equipment managers to conduct the annual equipment inventory for research groups.
- Provide internal documentation for removal or addition of equipment.
- Maintain records on all purchases.
- Track purchase orders, shop charges and maintenance work on equipment and facilities.
- Obtain and renew maintenance contracts on all equipment.

Facilities Management:

- Serve as primary office contact and provide excellent customer service.
- Manage the business affairs of the office and develop operational procedures to ensure efficiency in the office and laboratories.
- Design and maintain databases, logs and spreadsheets which facilitate efficient retrieval of information.
- Responsible for managing space for both the office and the labs.
- Under the guidance of the College of Chemistry Health and Safety Program Director, establish and maintain a healthy and safe working environment for all work and research related activities.

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**Publications and Special Projects:**

- When the PI serves as chair of a seminar or symposia program, provide direct administrative support. These may include: arranging the logistics for the seminar presentations, contacting faculty members to schedule meeting times with the speaker, etc.
- Prepare final version of manuscripts containing complex technical terminology and figures for publication in scientific journals, both print and electronic.
- Preparation may include editing, formatting, preparation of photographic material, archiving, and corresponding with editorial staff.
- Coordinate with LBNL the preparation of presentations and technical drawings, seminars, examinations and final publications and development and maintenance of the database and storage for figures and other graphics.
- Ensure PI's published work conforms to journal specifications. This includes maintaining files for up-to-date "Instructions for Authors".
- Keep the CV and publication list current.

**Required Qualifications**

- Ability to use sound judgment in responding to issues and concerns.
- Solid communication and interpersonal skills to communicate effectively with all levels of staff verbally and in writing.
- Solid organizational skills and ability to multi-task with demanding timeframes.
- Ability to use discretion and maintain confidentiality.

**Education/Training:**

- Bachelor's degree in related area and / or equivalent experience / training.

**Preferred Qualifications**

- Working knowledge of and/or ability to learn common organization-specific and other computer application programs.
- Previous experience with and/or ability to learn UC Berkeley procedures and protocols.

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## 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 \$30.16 (step 1.0) - \$39.49 (step 13.0).

- This is a 100%, full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is non-exempt and paid bi-weekly.
- This is a hybrid position, eligible for up to 40% remote capability. (2 days/week)

## How to Apply

To apply, please submit your resume and cover letter.

## Other Information

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>.

## 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

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about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

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](https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH)

### Contact Information

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

#### Contact

N/A

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