

Research Administrator 4 (6207U), SHARE Service  
Region - 1619 - 1619  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=130732>

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Posted Oct. 4, 2019, set to expire Jan. 31, 2020

<b>Job Title</b>	Research Administrator 4 (6207U), SHARE Service Region - 1619 - 1619
<b>Department</b>	Berkeley Regional Services
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Oct. 4, 2019
<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>	Research/Technical/Laboratory
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**Job Description**

Research Administrator 4 (6207U), SHARE Service Region - 1619 - 1619

About Berkeley

The University of California, Berkeley, is one of the world's most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley's culture of openness, freedom and acceptance academic and artistic, political and cultural make it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley

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Workplace Culture with their potential for success at  
[url=https://apptrkr.com/get\_redirect.php?id=1647778&targetURL=http://jobs.berkeley.edu/why-berkeley.html.]http://jobs.berkeley.edu/why-berkeley.html.

#### Application Review Date

The First Review Date for this job is: September 24, 2019

#### Departmental Overview

Berkeley Regional Services (BRS) is comprised of six (6) Regions which provide services to specific "groupings/clusters" of schools, colleges, and organized research units (5 academic, 1 all other). This regional approach to providing administrative services is intended to improve service quality by re-establishing personal connections and to develop more local expertise.

Social Sciences, Arts & Humanities, Undergraduate Studies, Organized Research Units Region (SHARE) - is part of Berkeley Regional Services, within the division of the Vice Chancellor for Administration. Our mission at SHARE is simple. We aim to provide the Human Resources, Research Administration, Purchasing & Reimbursement services that departments and ORUs in our region require - in a timely and efficient manner, with minimal hand-offs and a culture of collaborative improvement.

We will work hard to establish relationships with you as well as processes and services that will create a productive environment in support of the university's mission of excellence in teaching and research.

#### Responsibilities

- \* Leads the organization, planning, establishment and monitoring of fiscal budget control of contracts and grants administration, submissions, budgets, support documents, gifts, endowments and privately funded projects for faculty research programs.
- \* Ensures complete and accurate collection of research management administration data at all stages of the contract and grant lifecycle.
- \* Researches policies and makes recommendations regarding unit workflow and procedures.
- \* Ensures that awarded projects are carried out according to campus policy and sponsor requirements.
- \* Provides post-award financial administration and management for complex research funds in accordance with campus policy and agency requirements from Notice of Award and set up to final closeout.
- \* Comprehensive post-award sub-recipient monitoring and administration.

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- \* Provides highly complex projections, analysis and recommendations.
- \* Provides guidance and counsel on research administration matters to PI, Department staff, non-RA SHARE staff, and less experienced RA staff.
- \* Identifies, initiates and participates in team efforts at business process improvement for more efficient operations and/or higher quality service.
- \* Participates in training/educational sessions designed to increase knowledge of professional research administration concepts and practices, and SHARE, University, and/or funding agency processes and policies.
- \* Seeks information to maintain up to date knowledge in all areas of research administration and shares knowledge and lessons learned with junior research administrators.
- \* Performs other duties as assigned.
- \* Assists in support of audit as directed by senior staff.

Education/Training:

- \* Bachelors degree in related area and/or equivalent experience/training.
- \* A minimum of three years' experience working with federal and state contracts and grants fiscal policies and procedures or equivalent combination of education and experience.

Required Qualifications

\* Requires extensive knowledge of program administration guidelines of Federal and non-Federal sponsors supporting research and educational activities, preferably in a university environment. Maintains knowledge of and ability to interpret and apply sponsor, institutional and departmental policies and to interpret policy for others. Experienced with all types of award mechanisms, including grants, contracts, subcontracts, cooperative agreements. Stays current on compliance regulations in all areas of research administration. Extensive knowledge in research pre-award administration, proposal preparation/submission processes; institutions of higher education fiscal policies/procedures and with the various financial systems. Ability to communicate clearly verbally and in writing to multiple constituencies. Advanced skills using Microsoft Office and common desktop/web applications. Advanced knowledge of OMB Circulars A-21, A-110, A-133 and others as appropriate, Federal Acquisition Regulations, and principles of cost accounting standards, including allowability, allocability, and reasonableness. Complete competency with federal cost bulletins, campus policies, sponsor-specific policies, intellectual property policy, conflict of interest requirements, publication rights, application of indirect cost rates and other complex concepts in research administration. Ability to manage high volume and complex transactions and to work in a fast paced environment with overlapping deadlines and short lead times while maintaining a high level of attention to detail, and ability of work with a high degree of accuracy. Demonstrated experience managing complex financial



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accounts and funds, including cost projections and budgeting, ability to perform high level financial analysis and customized reporting. Requires independent judgment and strong organization and communication skills and customer service focus. Ability to mentor and assist a staff of RAs in all aspects of pre-and post-award accounting and research administration according to campus policies and procedures.

#### Salary & Benefits

This is an exempt, monthly paid position. Annual salary is commensurate with experience.

For information on the comprehensive benefits package offered by the University visit:

[url=https://apptrkr.com/get\_redirect.php?id=1647778&targetURL=http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

#### How to Apply

Please submit your cover letter and resume as a single attachment when applying.

#### Other Information

This is a 40-hours per week, full-time, career position.

#### Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

#### 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 about your rights as an applicant see:

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For the complete University of California nondiscrimination and affirmative action policy see:

[url=https://apptrkr.com/get\_redirect.php?id=1647778&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1647778]https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/H

### Contact Information

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

### Contact

N/A

University of California, Berkeley

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