

Research Administrator 3 (6206U) - ERSO
University of California Berkeley

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Posted Jul. 1, 2020, removed Aug. 31, 2020

Job Title	Research Administrator 3 (6206U) - ERSO
Department	
Institution	University of California Berkeley Berkeley, California
Date Posted	Jul. 1, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory
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Job Description

Please share this exciting opportunity with your networks. If someone is looking for career growth opportunities...this is the division!

This is a great opportunity to continue your work in the exciting field of Research Administration on a high-performance team.

RESEARCH ADMINISTRATOR 3- Job #8758 - (ERSO)

CURRENTLY 2 OPENINGS

ERSO works to provide customers with expert resources in Research Administration, Business, Financial, Human Resource, and Payroll services. Our goal is to enable faculty and students to focus on their work in support of the campus mission. Our organization maintains a customer oriented operation and supports a culture of continuous improvement. We strive to improve our offerings,

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processes, systems, and work to apply novel approaches to complex problems. Our enterprise is structured with inherent flexibility to meet quickly changing demands.

This position involves providing analytical and financial support in proposal processing, contract and grant administration, and budget development, including pre-award proposal initiatives, management of funds post-award, and closeout activities for federal, state, local and private sponsors. Involves activities associated with forecasting, planning, and managing of research portfolios by performing some or all of the following: coordinating and identifying and developing and/or presenting proposals, contracts and other agreements; reviewing proposals to ensure institutional compliance; negotiating, administering and monitoring contract and grant awards, including compliance with regulations, terms, and conditions; financial management and reporting; and sub-award/subcontract issuance and administration.

To Apply, visit:

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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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