Research Program Coordinator (7377U) - 68859
University of California, Berkeley

Job Title	Research Program Coordinator (7377U) - 68859
Department	
Institution	University of California, Berkeley
	Berkeley, California
Date Posted	May 15, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory
Apply Online Here	https://apptrkr.com/5259694
Apply By Email	
Job Description	

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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 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.

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.

This position involves performing the administrative services and managing the full general operations of one or more large, complex laboratories. Administrative services include activities in finance and personnel and facilities. Performs complex financial planning, management of contracts and grants, and research support functions.

Application Review Date

The First Review Date for this job is: 05/28/2024.

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Responsibilities

Financial/Extramural Management

- Formulate annual operating budgets including spending projections; anticipate and resolve operational, fiscal, or other discrepancies; ensure funds are not in overdraft
- Audit and analyze financial reports and forecast expenses from both UCB and LBNL
- Oversee the post-award administration of grants, contracts, and agreements in partnership with the assigned Research Administrator (RA)
- Ensure the terms and conditions of all awards are met and manage funds in compliance with university, LBNL, DOE, federal, and state policies and regulations, in partnership with Sponsored Project Office (SPO), UCB and LBNL service units
- Analyze expenses, develop cost projections, and provide financial tracking to fulfill reporting requirements to agencies, including reviewing purchase orders and ledger postings
- Develop, implement, and maintain internal group operating policies and procedures for operation of research, and to comply with federal, state, private grant agency rules and regulations.
- Allocate resource levels according to project funding. Review all grant assignments of resources and equipment.

Contract and Grant Development, Preparation and Reporting

- Facilitate the pre-proposal preparation process compliance with UCB, LBNL, and agency announcements, policies, restrictions, and deliverables by interpreting and analyzing agency proposal format, content, budgetary components, and funding guidelines
- Prepare for final submission (i.e. editorial review of documents)
- Coordinate submission with proposal coordinator and SPO
- Liaison between PI, SPO, and LBL pre-award units to oversee the establishment, negotiation and administration of grants, contracts and subcontracts and the implementation of consultant agreements in coordination with the Financial Services Office
- Resolve any problems or discrepancies that may include providing technical reports, research summaries, annual and final reports, additional financial reports, and invoice back-up.
- Maintain schedule of agency submission and reporting deadlines
- Provide assistance to pre-doctoral and post-doctoral researchers with fellowship applications;

review applications for accuracy

Personnel Management

- Oversee the human resource activities (hiring, termination, change of status, etc.) of the research group personnel with the PI, the shared service units, respective academic and staff payroll offices, UCB, and LBNL administrators
- Ensure proper documentation is obtained for foreign visitors/researchers on visa and work permit applications
- Establish, implement, and maintain the group's application, interview, and termination process for orienting and hiring of postdoctoral scientists and visiting scientists, graduate student researchers, and undergraduate students, ensuring compliance with the policies and procedures of UCB, LBNL, and federal regulations

Material and Facilities Management

- Work with the shared services units, and central procurement and receiving units at UCB and LBNL to coordinate the research group's ordering and delivery of all supplies, equipment and services, selecting local, campus or outside vendors
- Define procedures for purchasing, ordering and delivery of all supplies, equipment, and services
- Arrange purchases of highly specialized, often custom-made equipment, and manage repair and maintenance of existing equipment by outside vendors
- Obtain price and availability quotes from outside vendors for supplies and equipment
- Manage equipment maintenance agreements and warranty repairs
- Work with research group to ensure materials are on hand for experiments
- Identify laboratory's facilities problems, report problems, follow-up aggressively to ensure problems receive timely attention and are resolved to the P.I.'s satisfaction

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Program/Office Management

- Manage the business affairs of the office; develop operational procedures to ensure efficiency in the administrative office and laboratories
- Serve as primary office contact to a broad range of organizations and liaison to UCB and LBNL
- Keep PI apprised of significant issues, events, requests, problems, and deadlines
- Design, manage and keep updated databases, logs, and spreadsheets that facilitate efficient retrieval of a variety of information including laboratory alumni, personnel, publications, etc.
- Manage data and keep data updated on institution-wide databases such as UCB's academic personnel database
- Edit and maintain PI's publication list for grant reporting requirements
- Set up laboratory personnel travel arrangements, reimbursements for travel and entertainment, composing correspondence, processing personnel activities

Required Qualifications

- Relevant administrative knowledge and extensive experience including demonstrated ability to independently manage an administrative office with a broad spectrum of support services.
- Ability to liaison with and integrate and/or quickly learn UCB and LBNL rules, regulations, and procedures for budget, fund, personnel, grant, and facility management.
- Extensive administrative experience managing an office for a senior scientist in a research and academic environment with minimal supervision.
- Experience in budgeting, cost, and financial analysis.
- Experience in overall coordination and budget preparation for scientific and technical proposals for large, complex projects with subcontracting and collaborating institutions.
- Demonstrated ability to interact effectively with scientific, management, technical, and other staff from academic, public, and private sector environments.
- Possesses tact and diplomacy in all interactions.
- Knowledge of current laboratory and office computer software and computer hardware with advanced skills in computer applications, including MS Office.
- Ability to work independently, take initiative, and manage multiple high priorities.

- Demonstrated problem-solving skills and ability to analyze data/problems and provide solutions.
- Excellent organizational, group communication, verbal, and writing skills.
- Bachelor's degree in related area and/or equivalent experience/training.

Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the University of California's Compensation & Benefitswebsite.

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 $77,600.00 - $95,000.00.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified

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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, please see the U.S. Equal Employment Opportunity Commission poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California Discrimination, Harassment, and Affirmative Action in the Workplacepolicy.

To apply, visit
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

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University of California, Berkeley

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