

Research Administrator 3 (6206U), ProS Region - 70299
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238673>

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Posted Jul. 23, 2024, set to expire Nov. 3, 2024

Job Title	Research Administrator 3 (6206U), ProS Region - 70299
Department	Professional Schools Region
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 23, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory Grant Writer/Technical Writer
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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.

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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

The Professional Schools Region (ProS) provides reliable, high-quality administrative support to faculty, academics, staff, student employees, and retirees in support of the UC Berkeley mission of teaching, research, and public service.

Our aim is to build a team that is 100% committed to you. Over time, the ProS team members are determined to become familiar with the unique issues, terminology, funders, sponsors, vendors, and circumstances in the ProS region that will enable us to provide service that you'll find responsive, meaningful, and relevant.

We are extremely proud of the team we have put together and are working hard to provide faculty, staff, and students in our region with expert advice and reliable support services that foster academic and professional success.

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Under limited supervision, the Research Administrator 3 uses skills as a seasoned, experienced research administrator to independently oversee awards and transactions related to contract and grant management and maintains contract and grant records in compliance with institutional research sponsor policies. The incumbent will work on awards of diverse scope where analysis of data requires thorough understanding of complex regulations. The incumbent will complete and approve transactions for signature by manager or other authorized institutional officials. The incumbent will work on complex proposals/awards that may involve multiple investigators and/or multiple sub-awards. This position will also help guide less experienced staff.

Application Review Date

The First Review Date for this job is: Monday, July 1, 2024

Responsibilities

- Serves as primary faculty liaison, and assists PI with communications and actions involving the Sponsored Projects Office and the Contracts and Grants Accounting Office.
- Prepares proposal budget and support documents that are required by proposal guidelines and coordinates proposal submission with the Sponsored Projects Office.
- Prepares continuation year budgets and support documents that are required by the sponsor.
- Coordinates continuation year and other documents for submission to the Sponsor with Sponsored Projects Office and provides documents as necessary to the Contracts and Grants Accounting Office.
- Provides post-award financial administration and management for research funds in accordance with campus policy and agency requirements.
- Monitors and administers post-award sub-recipient.
- Conducts financial analysis and projections.
- Monitors and ensures allow ability for financial transactions, expenditures, reconciles funds, identifies and resolves discrepancies and retains all necessary back up documentation.
- Tracks and ensures compliance with cost sharing commitments.
- Organizes plans, establishes and monitors fiscal budget control of contracts and grants administration, gifts, endowments and privately funded projects for faculty research programs.
- May facilitate PI interactions with HR.
- Prepares all close-out activities including: final projection, subcontracts, personnel and recurring expenses.
- Participates in training/educational sessions designed to increase knowledge of professional research administration concepts and practices, and BRS, University, and/or funding agency processes and policies.

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- Participates in support of audit as directed by senior staff.
- Performs other duties as assigned.

Required Qualifications

- Requires independent judgment and strong organization and communication skills and customer service focus across broad and diverse subject areas.
- Extensive experience in creating budgets and preparing documents required by sponsors during the life of an award.
- Working knowledge of contracts and grants transactions and applicable financial systems, as well as related policy requirements.
- Demonstrated working knowledge of applicable federal, state, local, sponsor, and institutional regulations, policies, and guidelines
- Ability to work independently and as a team member, research and resolve problems, meet deadlines, and follow through on assignments with minimal direction.
- Accounting and budgeting skills in managing complex financial accounts and funds, as well as knowledge of generally accepted accounting, fiscal, and reporting principles.
- Requires thorough understanding of research administration guidelines of Federal and non-Federal sponsors supporting research and educational activities, preferably in a university environment.
- Ability to manage significant volume of transactions.
- Thoroughly knowledgeable in applicable compliance requirements related to use of human or animal subjects in research, financial conflict of interest, biosafety, et cetera.
- Minimum three year of demonstrated experience in research contract and grant management.

Education/Training:

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

Preferred Qualifications

- Five years of demonstrated experience in research contract and grant management preferred.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the

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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 \$70,100.00 - \$85,000.00. This is an exempt, monthly paid position.
- This is a full-time, Career position.
- This position is eligible for full UC benefits.
- This position is 100% remote eligible.

How to Apply

To apply, please submit your resume and cover letter.

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.

Other Information

This position is not eligible for visa sponsorship.

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.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

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

N/A

University of California, Berkeley

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