

Research Administrator 4 (6207U) ProS Region 68665
University of California, Berkeley

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Downloaded On: Aug. 10, 2024 1:22pm

Posted Jul. 26, 2024, set to expire Nov. 4, 2024

Job Title	Research Administrator 4 (6207U) ProS Region 68665
Department	Professional Schools Region
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 26, 2024
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

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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

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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.

Departmental Overview

The Professional Schools Region (ProS) provides a wide range of reliable, high-quality administrative support services for the University of California, Berkeley, in the areas of Research Administration, Purchasing and Reimbursements, and Human Resources & Academic Personnel Support.

In support of the university's mission of teaching, research and public service, ProS operates in a culture, which encourages collaboration, innovation, simplification, and accountability. Our staff focuses on service, a commitment that is aligned with the university's vision. We recognize excellence and strive to provide timely, consistent, and dependable service to the ProS clients. The Research Administration function within ProS provides department level service during the contracts and grants life cycle to UC Berkeley's Principal Investigators (PI) and Principal Directors (PD). By streamlining services in areas such as human resources, purchasing, and grants administration, ProS helps PIs and PDs navigate the campus administrative processes and focus on the research that comprises a large part of the UC Berkeley mission. ProS provides department-level pre-award and post-award support services to all research professionals on campus, in close collaboration with the Sponsored Projects Office, Industry Alliances Office, Extramural Funds Accounting, and other central compliance groups.

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The position has the opportunity to become a fully remote position, provided the candidate is able to manage the expected workload in a competent and professional manner.

Application Review Date

The First Review Date for this job is: 5/20/2024

Responsibilities

The Research Administrator 4 within ProS provides 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. This work 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.

- Leads the pre-award process from preparing submission through submission to the Sponsored Projects Office. Serves as primary faculty liaison, assists PI with the development of contract and grant proposals including highly complex applications such as center grants with multiple investigators and contributors. Prepares proposal budgets and support documents that are required by proposal guidelines. Coordinates proposal submission with Sponsored Projects Office.
- Provides guidance and counsel on wide variety of highly complex research administration matters to principal investigators, senior departmental administrators and less experienced staff.
- 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. Provides highly complex projections, analysis and recommendations. Assists with audits.
- Coordinates with supervisor to insure that the ProS RA staff are consistently trained and following established departmental guidelines and procedures for extramural funds applications and administration. May deliver training to staff.
- Identifies and initiates team efforts at business process improvement toward an end of 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 ProS, University, and/or funding agency

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processes and policies. Seeks information to maintain up to date knowledge in all areas of research administration and shares knowledge and lessons learned with staff.

- Performs other duties as assigned.

Required Qualifications

- A minimum of three years' experience working with federal and state contracts, and grants fiscal policies and procedures.
- Extensive knowledge of program administration guidelines of Federal and non-Federal sponsors supporting research and educational activities, preferably in a university environment.
- Advanced knowledge of Uniform Guidance, Federal Acquisition Regulations, and principles of cost accounting standards, including allowability, allocability, and reasonableness.
- Maintains knowledge of and ability to interpret and apply sponsor, institutional and departmental policies. Knowledge of current compliance regulations in all areas of research administration, for example application of indirect cost rates, intellectual property policy, conflict of interest requirements, publication rights.
- Ability to manage high volume and complex transactions, while maintaining a high level of attention to detail, and ability to work with a high degree of accuracy.
- Ability to perform highly complex financial analysis and customized reporting.
- Demonstrated advanced competence in the use of spreadsheet and database software in financial analysis, fiscal management and financial reports.
- Demonstrated advanced knowledge of generally accepted accounting, fiscal and reporting principles.
- Experience with all types of award mechanisms, including grants, contracts, subcontracts, and cooperative agreements.
- Advanced knowledge of applicable compliance requirements related to use of human or animal subjects in research, financial conflict of interest, biosafety, etc.
- Ability to maintain independent judgment; strong organization and communication skills; and a customer service focus across broad and diverse subject areas.
- Ability to research and interpret policy for others.
- Ability to train and assist a staff of RAs in all aspects of pre-and post-award accounting and research administration according to campus policies and procedures.

Education and Training

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

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Salary & Benefits

- This is a 100% Career position with full benefits.
- Exempt and paid monthly.
- This position is eligible for 100% remote work.

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 \$85,800 - \$110,000 annually. The full pay scale range for this position classification is \$85,800-\$158,200 (salary grade 23).

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.

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

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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.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

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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