

Administrative Officer 3 (7377U), Department of Chemical  
and Biomolecular Engineering - 73380  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=246424>

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Posted Oct. 7, 2024, set to expire Jan. 31, 2025

<b>Job Title</b>	Administrative Officer 3 (7377U), Department of Chemical and Biomolecular Engineering - 73380
<b>Department Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Oct. 7, 2024
<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 Fiscal Services Finance/Investment Management Facilities/Maintenance/Transportation Administrative Support/Services
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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

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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](http://grow.berkeley.edu).

### Departmental Overview

The Department of Chemical and Biomolecular Engineering (CBE) is an instructional and research Department in the College of Chemistry. CBE provides the opportunity for undergraduate and graduate students to obtain a thorough fundamental knowledge of all fields in chemical and biomolecular engineering.

In broad terms, research conducted in CBE can be divided into the following areas: catalysis and reaction engineering, electrochemical engineering, polymers and complex fluids, microsystems technology and microelectronics, molecular simulations and theory, interfacial engineering, biochemical and bioprocess engineering, biomedical engineering, and synthetic biology. The CBE also collaborates

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with the Lawrence Berkeley National Laboratory (LBNL).

The Department has 17 ladder ranked faculty, four regularly appointed non-Senate faculty, two full time Lecturers and four to six temporary lecturers each year. CBE is home to about 425 undergraduates and 135 Masters and Doctoral students. Approximately 100 graduate and undergraduate students are hired annually as GSI's and Readers in support of the teaching program. In addition, CBE is host to approximately 75 visiting postdoctoral fellows, visiting scholars and researchers. Teaching and research facilities are located in several buildings within the College of Chemistry's complex, and several faculty have appointments at Lawrence Berkeley National Laboratory as well. The Department's budget includes state and federal funds, discretionary funds, gifts and endowments, scholarship and fellowship funds.

This position involves performing the administrative services and managing the full general operations of the laboratory of Professor Shannon Boettcher.

Administrative services include activities in finance, personnel and facilities. This position performs complex financial planning, management of contracts and grants, research support, and functions with a high degree of autonomy. The ideal candidate would be able to thrive in a fast paced environment, have the ability to seamlessly switch from one project to the next, and have an advanced understanding of financial procedures within an academic environment.

### **Application Review Date**

The First Review Date for this job is: October 15, 2024

### **Responsibilities**

Fiscal/Extramural Management:

- Serve as a liaison to the College of Chemistry, outside departments, shared services units, and Lawrence Berkeley National Laboratory (LBNL) business services support units.
- Audit and analyze financial reports and forecast expenses to ensure Principal Investigator (PI) meets financial obligations of the research groups.
- Integrate UCB and LBNL reports to create a current and accurate comprehensive financial picture to ensure fiscal integrity.
- Anticipate and resolve operational, fiscal, or other discrepancies.
- Work with UCB, LBNL, and other relevant personnel to provide overall support to this function.
- Oversee the post-award administration of grants, contracts, and agreements.

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- Ensure terms and conditions of all awards are met and manage funds in compliance with University, LBNL, DOE, federal, and state policies and regulations.
- Oversee and coordinate timely submission of required sponsors' reports.
- Confer with Sponsored Project Office (SPO), UCB, and LBNL service units on terms and conditions of awards, budget augmentation, project period, and award extension.
- Ensure financial integrity of research funds by regularly reviewing and reconciling expenditures, comparing to budget, and ensuring funds are not in overdraft.
- Advise research units and PIs on optimal use of funds.
- Analyze expenses, develop cost projections, and provide financial tracking to fulfill reporting requirements to agencies.
- Review blanket purchase orders and compare tracking worksheets to general ledger postings.
- Develop, implement, and maintain internal group operating policies and procedures for operation of research and compliance with federal, state, and 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 in compliance with UCB, LBNL, and agency announcements, policies, restrictions, and deliverables.
- Interpret and analyze agency proposal format, content, budgetary components, and funding guidelines.
- Prepare final submission (e.g., editorial review of documents).
- Coordinate submission with the proposal coordinator and SPO.
- Serve as a liaison between PI, SPO, LBNL, and other pre-award units to oversee the establishment, negotiation, and administration of grants, contracts, subcontracts, and consultant agreements in coordination with the Financial Services office.
- Resolve any problems or discrepancies, which may include providing technical reports, research summaries, annual and final reports, additional financial reports, and invoice backup.
- Assist pre-doctoral researchers with fellowship applications and review them for accuracy.
- Coordinate submissions through proposal coordinators, SPO, LBNL, and other pre-award units.

Personnel Management:

- Oversee human resource activities (hiring, termination, change of status) of research group personnel with the PI's, regional services units, respective academic and staff payroll offices,

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UCB, and LBNL administrators.

- Ensure proper documentation is obtained for foreign visitors/researchers for visa and work permit applications.
- Obtain visa and work permit applications for international researchers.
- Establish, implement, and maintain the group's application and interview process for orienting and hiring postdoctoral scientists, visiting scientists, graduate student researchers, and undergraduate students, ensuring compliance with UCB, LBNL, and federal regulations.
- Establish, implement, and maintain the group's termination process in compliance with UCB and LBNL policies and procedures.
- Work closely with LBNL and LBNL ESDR operations staff to coordinate the LBNL affiliate status process for all lab personnel, ensuring all personnel are in compliance with both UCB and LBNL requirements.
- Ensure proper ESDR onboarding and checkout for all UCB staff, students, and visiting researchers.

Material and Facilities Management:

- Work with regional services units, central procurement, and receiving units at UCB and LBNL to coordinate research groups' ordering and delivery of all supplies, equipment, and services.
- Define procedures for ordering and delivery of all supplies, equipment, and services.
- Evaluate purchasing options and implement practices based on the most economical and effective use of funds.
- Arrange purchases of highly specialized, often custom-made equipment.
- 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.
- Ensure systems are in place for fax orders, freight shipments, special handling, software orders, and controlled substances licenses.
- Report laboratories' facilities problems and follow up to ensure timely resolution to the PI's satisfaction.

Program/Office Management/Event Planning:

- Manage the business affairs and develop operational procedures to ensure efficiency in the administrative offices and labs.
- Document and update procedures regularly.

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- Serve as the primary office contact to a broad range of organizations and as a liaison with UCB, the College of Chemistry, LBNL, and Agilent.
- Keep PIs apprised of significant issues, events, requests, problems, and deadlines.
- Design, manage, and keep updated databases, logs, and spreadsheets that facilitate efficient retrieval of information (e.g., PI alumni, personnel, publications).
- Manage data and update institution-wide databases such as UCB's academic personnel database.
- Edit and maintain PI's publication lists.
- Manage and direct the lab's travel and entertainment reimbursements.
- Coordinate and assist with planning and catering of fundraising and sponsor events.

Other:

- Professional development

### Required Qualifications

- Thorough knowledge of and/or ability to quickly learn University rules and regulations, processes, protocols and procedures for budget, accounting and fund management, and / or personnel management.
- Interpersonal skills including verbal and written communication, active listening, critical thinking, persuasiveness, advising skills.
- Knowledge of a variety of administrative operational activities such as event planning, basic fundraising processes, risk management planning, website design, accounting and payroll, and contracts and grants regulations and guidelines.
- Ability to use discretion and maintain confidentiality.
- Strong skills in short-term planning, analysis, problem-solving, and customer service.
- Relevant administrative knowledge and extensive experience including demonstrated ability to independently manage an administrative office with a broad spectrum of support services.
- Experience in budgeting, cost, and financial analysis
- Possesses tact and diplomacy in all interactions.
- Ability to work independently, take initiative, and manage multiple high priorities.
- Demonstrated problem-solving skills and ability to analyze data/problems and provide solutions.
- Experience in overall coordination and budget preparation for scientific and technical proposals for large, complex projects with subcontracting and collaborating institutions.

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Education/Training:

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

**Preferred Qualifications**

- Extensive administrative experience managing an office for a senior scientist in a research and academic environment with minimal supervision.
- Solid knowledge of and/or ability to quickly learn common University-specific computer application programs.
- Thorough knowledge of financial analysis and reporting techniques, and / or human resources policies and procedures for staff and academic employees.
- Events planning and coordination

**Salary & Benefits**

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 \$80,000.00 to \$110,000.00. This is an exempt, monthly-paid position.
- This is a full-time, Career position that is eligible for full UC benefits.
- This position is eligible for up to 40% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.





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### **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 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](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S)





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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

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