

Administrator Officer 3 (7377U), Department of
Chemistry - 73670
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=247163>

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Posted Oct. 16, 2024, set to expire Feb. 12, 2025

Job Title	Administrator Officer 3 (7377U), Department of Chemistry - 73670
Department	Chemistry
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 16, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Human Resources Fiscal Services 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 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

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 general operations of the laboratories of Profs Ashok Ajoy & Jeffery Reimer, in addition to managing the Pines Magnetic Research Center with Alex Pines. This position is split roughly 33/33/34% across those groups.

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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 28, 2024

Responsibilities

Financial/Extramural Management

- Liaison to the College of Chemistry and Lawrence Berkeley National Laboratory business services support units.
- Formulate annual operating budgets, including spending projections.
- Audit and analyze financial reports and forecast expenses to ensure Principal Investigator (P.I.) meets financial obligations of the research group.
- 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 both UCB and LBNL relevant personnel at the facility and in the central support offices to provide overall support to this function.
- Oversee the post-award administration of grants, contracts, and agreements.
- 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.
- 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 expenditures and comparing them to budget, ensuring funds are not in overdraft.
- Advise the research unit and P.I. on how funds can be used optimally.
- 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 the operation of research and to comply with federal, state, and private grant agency rules and regulations.

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- 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, ensuring compliance with UCB, LBNL, and agency announcements, policies, restrictions, and deliverables.
- Interpret and analyze agency proposal format, content, budgetary components, and funding guidelines.
- Prepare for final submission (i.e. editorial review of documents).
- Coordinate submission with the proposal coordinator and SPO.
- Serve as liaison between P.I., SPO, and LBNL pre-award units to oversee the establishment, negotiation, and administration of grants, contracts, and subcontracts.
- Coordinate the implementation of 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.
- Maintain a schedule of agency submission and reporting deadlines.
- Provide assistance to pre-doctoral and post-doctoral researchers with fellowship applications.
- Review applications for accuracy.
- Coordinate submissions through the proposal coordinator, SPO, and LBNL pre-award units.

Personnel Management

- Oversee the human resource activities (hiring, termination, change of status, etc.) of the research group personnel with the PI, 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.
- Obtain visa and work permit applications for international researchers.
- Establish, implement, and maintain the group's application and interview process for orienting and hiring of postdoctoral scientists, visiting scientists, graduate student researchers, and undergraduate students.
- Ensure compliance with the policies and procedures of UCB, LBNL, and federal regulations.
- Establish, implement, and maintain the group's termination process and compliance for postdoctoral scientists, visiting scientists, graduate student researchers, and undergraduate

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students, ensuring compliance with the policies and procedures of UCB and LBNL.

Material and Facilities Management

- Work with 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.
- Select local, campus, or outside vendors for supplies and equipment.
- Define procedures for ordering and delivery of all supplies, equipment, and services using local campus sources and outside vendors.
- Evaluate purchasing options and institute 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.
- Work with the research group to ensure materials are on hand for experiments.
- Ensure systems are in place for fax orders, freight shipments, special handling orders, special software orders, and controlled substance licenses.
- Identify laboratory facilities problems, report problems, and follow up aggressively to ensure they receive timely attention and resolution to the P.I.'s satisfaction.

Program/Office Management

- Manage the business affairs of the office.
- Develop operational procedures to ensure efficiency in the administrative office and laboratories.
- Document and update procedures on a regular basis.
- Serve as the primary office contact to a broad range of organizations and as a liaison to UCB and LBNL.
- Keep P.I. apprised of significant issues, events, requests, problems, and deadlines.
- Design, manage, and keep updated databases, logs, and spreadsheets to facilitate efficient retrieval of various information (laboratory alumni, personnel, publications, etc.).
- Manage data and keep it updated on institution-wide databases, such as UCB's academic personnel database.
- Edit and maintain P.I.'s publication list for grant reporting requirements.
- Set up laboratory personnel travel arrangements, reimbursements for travel and entertainment, and process personnel activities.

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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 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.

Education/Training:

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

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

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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.

- This is a full-time, Career position.
- This position is eligible for full UC benefits.
- This position is eligible for up to 20% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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 is not a visa opportunity.

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](#)



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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