

Research Administrator 4 (6207U), SHARE Region -
73936
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=247678>

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Posted Oct. 25, 2024, set to expire Feb. 22, 2025

Job Title	Research Administrator 4 (6207U), SHARE Region - 73936
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 25, 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

Berkeley Regional Services (BRS) is comprised of five (5) Regions which provide services to specific "groupings/clusters" of schools, colleges, and organized research units (4 academic, 1 all other). This regional approach to providing administrative services is intended to improve service quality by re-establishing personal connections and to develop more local expertise.

Social Sciences, Arts & Humanities, ORUs & Space Sciences Lab, Undergraduate Studies, Chemistry (SHARE)- is part of Berkeley Regional Services, within the division of the Vice Chancellor for Administration. Our mission at SHARE is simple. We aim to provide the Human Resources, Research Administration, Purchasing & Reimbursement services that departments and ORUs in our region require - in a timely and efficient manner, with minimal hand-offs and a culture of collaborative improvement.

We will work hard to establish relationships with you as well as processes and services that will create a productive environment in support of the university's mission of excellence in teaching and research.

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Position Summary

Provides advanced analytical and financial support in contract and grant administration and budget development. Research Administrator will manage post-award administration of externally-sponsored research agreements, and handle closeout activities for federal, state, local and private sponsors. Involves activities associated with forecasting, planning, and managing of research portfolios by performing some or all of the following: reviewing budgets from established contracts and grant agreements; negotiating, administering and monitoring contract and grant awards, including compliance with regulations, terms and conditions; financial management and reporting; maintaining cost projections and keeping constituents informed about the financial status of their sponsored research agreements; and sub award/subcontract issuance and administration.

Application Review Date

The First Review Date for this job is: 11/07/2024.

Responsibilities

- Leads the organization, planning, establishment and monitoring of fiscal budget control of contracts and grants administration, submissions, budgets, support documents, gifts, endowments, and privately funded projects for faculty research programs.
- Administers, in coordination with central and departmental administrators, the administrative and financial aspects of complex, awarded projects with broad impact.
- Reviews budget allocations for policy exceptions, conceives of and maintains chart of accounts or other data management tools, and related business processes.
- Reviews and reconciles ledger accounts.
- Participates in gathering data from the general ledger to develop highly complex cost projections, analysis, and recommendations.
- Prepares, reviews and/or approves financial transactions. Independently gathers information as needed to perform financial analysis.
- Ensures complete and accurate collection of research management administration data at all stages of the contract and grant life cycle.
- Independently oversees award reporting and closeout.
- Provides guidance and counsel on wide variety of highly complex research administration matters to principal investigators, senior departmental administrators and less experienced department staff.
- Leads education and outreach activities to facilitate connections between faculty and relevant programs/funding opportunities and promote research to external entities.

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- Assists in support of financial audits as directed by senior staff.

Required Qualifications

- 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 OMB Circulars, Federal Acquisition Regulation, Code of Federal Regulations, sponsor-specific policies, intellectual property policy, conflict of interest requirements, publication rights, application of indirect cost rates and other complex concepts in research administration.
- Maintains knowledge of and/or ability to quickly learn to interpret and apply sponsor, institutional and departmental policies and to interpret policy for others.
- Experienced with all types of award mechanisms, including grants, contracts, subcontracts, cooperative agreements.
- Demonstrated advanced competence in the use of spreadsheet and database software in financial analysis, fiscal management and financial reports.
- Demonstrated experience managing complex financial accounts and funds, including cost projections and budgeting, ability to perform high level financial analysis and customized reporting.
- Demonstrated advanced knowledge of generally accepted accounting, fiscal and reporting principles.
- Ability to manage high volume and complex transactions and to work in a fast-paced environment with overlapping deadlines and short lead times while maintaining a high level of attention to detail, and ability of work with a high degree of accuracy.
- Ability to maintain independent judgment; strong organization and communication skills; and a customer service focus across broad and diverse subject areas.
- Experience with all types of award mechanisms, including grants, contracts, subcontracts, and cooperative agreements.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- A minimum of three years' experience working with federal and state contracts and grants fiscal policies and procedures or equivalent combination of education and experience.



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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 & 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 annual salary that the University reasonably expects to pay for this position is \$88,900.00 - \$92,000.00.

How to Apply

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

Other Information

- This is not a visa opportunity.
- This position is eligible for up to 100% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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



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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 orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the https://apptrkr.com/get_redirect.php?id=5754203&targetURL=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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