

Research Administrator 4 - Pre-Award (6207U), SHARE  
Region - 74181  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=248300>

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Posted Nov. 6, 2024, set to expire Mar. 5, 2025

<b>Job Title</b>	Research Administrator 4 - Pre-Award (6207U), SHARE Region - 74181
<b>Department</b>	Berkeley Regional Services
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Nov. 6, 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>	Grant Writer/Technical Writer Fiscal Services Finance/Investment Management 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

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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

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

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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.

**The Role:**

Provides analytical and financial support in processing grant proposals, contract and grant administration, and budget development, with a primary emphasis on pre-award proposal development and initiatives. 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; initiating and establishing new subaward/subcontracts funded by sponsored research agreements.

**Application Review Date**

The First Review Date for this job is: November 18, 2024

**Responsibilities**

- Leads the organization, planning, establishment, and monitoring of fiscal budget control for contracts and grants administration.
- Oversees submissions, budgets, support documents, gifts, endowments, and privately funded projects for faculty research programs.
- Prepares, reviews, and/or approves contract or grant proposals to extramural sponsors, including federal, industry, or non-profit funding agencies.
- Works independently with principal investigators to develop detailed budget requests.
- Assembles grant applications for submission to sponsoring agencies.
- Liaises with central campus offices responsible for reviewing proposals prior to submission to sponsoring agencies.
- Coordinates with subaward/subcontractor organizations to collect required documents for contract/grant proposals to external sponsoring agencies.
- Collaborates with principal investigators and central campus offices to establish subaward agreements on funded research programs.
- Provides guidance and counsel on a wide variety of highly complex research administration matters to principal investigators, senior departmental administrators, and less experienced

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department staff.

- Leads education and outreach activities to facilitate connections between faculty and relevant programs/funding opportunities.
- Promotes research to external entities.

### 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 applicable compliance requirements related to the use of human or animal subjects in research, financial conflicts of interest, biosafety, etc.
- Ability to handle high volume and complex transactions.
- Demonstrated advanced competence in the use of spreadsheet and database software, in areas supporting budget development, financial analysis, cost projections, or fiscal management.
- Experience with all types of award mechanisms, including grants, contracts, subcontracts, and cooperative agreements.
- Advanced knowledge of effective grant funding processes, procedures, and techniques.
- Knowledge of Federal Acquisition Regulation (FAR), Code of Federal Regulations, sponsor-specific policies, intellectual property policy, application of indirect cost rates, and other complex concepts in research administration.
- Advanced ability to create and train grant writing and other communications skills in a variety of styles to ensure securing required grant funding.

### Education/Training:

- 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.

### Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

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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 \$87,500.00 - \$92,000.00.
- 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 100% 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](https://www.eeoc.gov/)



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poster.

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

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

### Referral Source Info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "*UCB Employee*". Then enter the employee's **Name** and **Berkeley email** address in the **Specific Referral Source** field. Please enter only one name and email.

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)

### 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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