

Research Administrator 3 (6206U), BEST Region - 70841  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=248555>

Downloaded On: Nov. 21, 2024 9:50am

Posted Nov. 11, 2024, set to expire Mar. 8, 2025

<b>Job Title</b>	Research Administrator 3 (6206U), BEST Region - 70841
<b>Department</b>	Biological, Environmental, Science & Technology Region
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Nov. 11, 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 Finance/Investment Management
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**Job Description**

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**Research Administrator 3 (6206U), BEST Region - 70841**

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

### **Departmental Overview**

The Biological, Environmental, Science & Technology (BEST) Region serves the Rausser College of Natural Resources, the Division of Biological Sciences in the College of Letters and Science, and related ORUs, museums, and field stations. The Research Administration function within BEST provides department-level service during the full contracts and grants life cycle to UC Berkeley's PIs and PDs.

### **Application Review Date**

The First Review Date for this job is: 07/25/2024.

### **Responsibilities**

- Organizes, plans, establishes and monitors fiscal budget control of contracts and grants

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administration, gifts, endowments, and privately funded projects for PI research programs within their assigned portfolio.

- Provides post-award financial administration and management of PI research funds in accordance with organization policy and agency requirements.
- Prepares complex budgets and support documents that are required by sponsor guidelines.
- Coordinates sponsor prior approval requests for funded awards with SPO and/or IAO.
- Provides guidance and counsel on complex research administration matters, including compliance regulations, to principal investigators and department administrators.
- Assists in support of audit as directed by senior staff.
- Develops professional relationships with sponsor representatives to ensure compliance with requirements.
- Coordinates and implements budget allocations, conceives of and maintains chart of accounts or other data management tools, and related business processes.
- Prepares journal entries, maintains and reconciles ledger accounts.
- Applies professional knowledge/experience to prepare, review, and/or approve financial transactions.
- Independently gathers information as needed to perform financial analysis.

## Required Qualifications

- Thorough understanding of research administration guidelines of Federal and non-Federal sponsors supporting research and educational activities, preferably in a university environment.
- Ability to manage significant volume of transactions.
- Ability to perform complex financial analysis and customized reporting.
- Demonstrated competence in the use of spreadsheet and database software in financial analysis, fiscal management and financial reports.
- Ability to maintain independent judgment; strong organization and communication skills; and a customer service focus across broad and diverse subject areas.
- Maintains current knowledge of compliance regulations in all areas of research administration.
- Demonstrated knowledge of generally accepted accounting, fiscal and reporting principles.
- Demonstrated knowledge of effective grant funding processes, procedures and techniques
- Strong writing skills in a variety of styles to draft persuasive text for a variety of audiences while ensuring adherence to funding sponsor's guidelines.
- Bachelor's degree in related area and/or equivalent experience/training.

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### Preferred Qualifications

- Thorough knowledge of applicable compliance processes related to use of human or animal subjects in research, financial conflict of interest, biosafety, etc.

### 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 salary or hourly range that the University reasonably expects to pay for this position is \$75,000.00 - \$88,000.00.

### 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.

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### **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 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=5791809&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5791809&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](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



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