

Research Administrator 3 (6206U), ProS Region - 73587
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251421>

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Posted Jan. 13, 2025, set to expire May 10, 2025

Job Title	Research Administrator 3 (6206U), ProS Region - 73587
Department	Professional Schools Region
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jan. 13, 2025
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

The Professional Schools Region (ProS) provides a wide range of reliable, high-quality administrative support services for the University of California, Berkeley in the areas of Research Administration, Purchasing and Reimbursements, and Human Resources & Academic Personnel Support.

In support of UC Berkeley Guiding Values and Principles and the university's mission of teaching, research and public service, ProS operates in a culture which encourages collaboration, innovation, simplification, and accountability. Our staff focuses on service, a commitment that is aligned with the university vision. We recognize excellence and strive to provide timely, consistent, and dependable service to the ProS clients.

The Research Administration function within ProS will provide department level service during the contracts and grants life cycle to UC Berkeley's Principle Investigators (PI) and Principle Directors (PD). By streamlining services in areas such as human resources, purchasing, and grants administration, ProS will help PIs and PDs navigate the campus administrative processes and focus on

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the research that comprises a large part of the UC Berkeley mission. ProS provides department level pre-award and post-award support services to all research professionals on campus, in close collaboration with the Sponsored Projects Office, Industry Alliances Office, Extramural Funds Accounting, and other central compliance groups. The position has the opportunity to become a fully remote position, provided the candidate is able to manage the expected workload in a competent and professional manner.

The Research Administrator 3 position within ProS involves providing analytical and financial support in proposal processing, contract and grant administration, and budget development, including pre-award proposal initiatives, management of funds post-award, and closeout activities for federal, state, local and private sponsors. This position will have an emphasis on proposal preparation but may include post award activities. Some or all of the following activities will be performed: coordinating and identifying and developing and/or presenting proposals, contracts and other agreements; reviewing proposals to ensure institutional compliance; administering and monitoring contract and grant awards, including compliance with regulations, terms and conditions; financial management and reporting; and subaward/subcontract administration.

The Research Administrator 3 will report to and receive assignments from the Contracts and Grants Supervisor 2. The incumbent will work with the supervisor to ensure a balanced workload. The incumbent will work on more complex proposals which involve multiple investigators and/or multiple institutions and sub-awards. The incumbent will mentor employees at the Research Administrator 2 level to help them gain a better understanding of research administration in a university setting and within ProS.

Application Review Date

The First Review Date for this job is: October 24, 2024

Responsibilities

- Under limited supervision, oversees the pre-award process from preparing submission through submission to the Sponsored Projects Office. Serves as primary faculty liaison, assists PI with the development of contract and grant proposals. Coordinates proposal submission with Sponsored Projects Office.
- Under limited supervision reviews proposal guidelines and provides guidance to the PIs on the administrative documentation required.
- Under limited supervision prepares proposal budgets and has a thorough knowledge of UC Berkeley appointment types, including 9-month faculty positions, professional researcher series,

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- graduate student researchers, post-doctoral fellows and employees, and multiple staff positions
- Under limited supervision works with sub recipients and requests all necessary budget information and supporting documentation and integrates this information into the primary proposal.
 - Under limited supervision creates the Phoebe record, enters the budget and administrative information, and uploads proposal documents to the sponsor portal as needed.
 - Under limited supervision coordinates submission of any documents requested by the sponsor after the proposal is reviewed, but before it is awarded.
 - Under limited supervision, provides post-award financial administration and management for research funds in accordance with campus policy and agency requirements. This will include monitoring financial transactions, conducting financial analyses and projections, carrying out payroll and journal transactions, and being responsible for close out activities.
 - Participates in training/educational sessions designed to increase knowledge of professional research administration concepts and practices, and ProS, University, and/or funding agency processes and policies.
 - Performs other duties as assigned.

Required Qualifications

- Minimum 1 year of demonstrated experience in research contract and grant management.
- Requires independent judgment and strong organization and communication skills and customer service focus across broad and diverse subject areas.
- Extensive experience in pre-award administration, proposal preparation and submission processes.
- Working knowledge of contracts and grants transactions and applicable financial systems, as well as related policy requirements.
- Demonstrated working knowledge of applicable federal, state, local, sponsor, and institutional regulations, policies, and guidelines.
- Maintains current knowledge of appointment types within the university.
- Ability to work independently and as a team member, research and resolve problems, meet deadlines, and follow through on assignments with minimal direction.
- Accounting and budgeting skills in managing complex financial accounts and funds, as well as knowledge of generally accepted accounting, fiscal, and reporting principles.
- Requires 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.

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- Thoroughly knowledgeable in applicable compliance requirements related to use of human or animal subjects in research, financial conflict of interest, biosafety, et cetera.

Education/Training:

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

Preferred Qualifications

- Three years of demonstrated experience in research contract and grant management preferred.

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 that the University reasonably expects to pay for this position is \$72,600.00 - \$87,000.00 annually. The full pay scale range for this position classification is \$72,600.00 - \$129,000.00 (Salary Grade 21). 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

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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](#).

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

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