

ERSO Contracts & Grants Supervisor (6216U) Job  
75415 - Engineering Research Support Organization  
(ERSO)  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252191>

Downloaded On: Jan. 31, 2025 6:54am

Posted Jan. 27, 2025, set to expire May 14, 2025

**Job Title** ERSO Contracts & Grants Supervisor (6216U) Job  
75415 - Engineering Research Support Organization  
(ERSO)

**Department** Engineering Research Support Organization

**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** Jan. 27, 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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**ERSO Contracts & Grants Supervisor (6216U) Job 75415 - Engineering Research Support Organization (E**

### About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public

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mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

### Departmental Overview

ERSO is a central administrative hub providing comprehensive research and administrative services to the College of Engineering, College of Environmental Design, Computing, Data Science & Society, Mathematical & Physical Sciences Division, School of Information, and various large research Institutes and Centers.

ERSO delivers reliable and efficient services, allowing faculty, staff and students to focus on research and academic enterprise. We are a service-oriented operation comprised of experts committed to delivering solutions and striving for continuous improvement.

The Contract & Grants Supervisor supervises a team of Research Administrators working on grants or contracts according to established policies and management guidance. The incumbent recommends changes to department policies and practices and receives assignments in the form of objectives with goals. The individual exercises judgment within defined procedures and policies to determine appropriate action, identifies risks and responds accordingly, and provides priority setting and work flow analysis.

**\*\*\*This position is 100% remote\*\*\***

### Application Review Date

The First Review Date for this job is: January 21, 2025 - Open Until Filled

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## Responsibilities

### 50% Supervision:

- Supervises and supports a team of research administrators.
- Reviews and approves grant proposals, budgets, and reports for accuracy and compliance.
- Monitors and enforces compliance with ERSO, campus, institutional, state, and federal regulations.
- Provides training and mentorship to research administrators to enhance their knowledge and skills.
- Resolves complex administrative issues and escalates matters when necessary.
- Determines staffing needs, recommends salary actions, and engages in performance management.
- Adheres to timely administration of the Achieve Together program for PPSM staff.
- Sets priorities and monitors all activities within the team.
- Participates in the ERSO contract and grants leadership team meetings.

### 20% Pre-Award Administration:

- Manages proposal submission for assigned faculty portfolios.
- Reviews all proposals prepared by RAs on their team prior to final approval.
- In conjunction with SPO, reviews complex contract and grant terms and advises faculty on issues that may impact the administration of a project.
- Manages faculty contract and grant proposal preparation processes for the more demanding and reporting-intensive sponsors with varying policies, restrictions, and deliverables.
- Confers with SPO and CGA on terms and conditions of awards, budget management, and project period.

### 20% Post-Award Administration:

- Manages all post award activities for assigned faculty portfolios.
- Reviews and monitors spending levels and commitments.
- Ensures compliance with all agency regulations and campus procedures.
- Develops and implements strategies to avoid over and under spending. Provides monthly overdraft reporting and resolution.
- In conjunction with faculty, develops forecasting models to monitor current funding and to

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determine future funding needs.

- Provides post-award financial administration and management for the more complex research funds in accordance with University costing policy and agency requirements.
- Monitors responses to external audit requests.
- Expedites SPO subaward reviews and approvals.
- Assists in resolving any legal or contract issues during the course of an award.
- Monitors and secures monthly SAS 115 Compliance.
- Resolves administrative issues with industrial partners, other UC campuses, and other universities.

**Close-out:**

- Monitors funds to ensure deficit balances are eliminated.
- Ensures the orderly close-out of terminated projects in a timely manner.
- Handles any agency disputes.
- Monitors final reporting requirements.
- Manages the more difficult and complex faculty contracts and grants from a wide range of sponsors with varying policies, restrictions, and deliverables with an emphasis on close-outs.
- Acts as fiscal consultant to RAs, RSAs, faculty and researchers, identifies potential overdraft situations and devises expenditure plans to avert cost overruns and disallowances.
- As the faculty liaison when issues are expedited, confer with SPO, CGA, and funding agencies on terms and conditions of awards, budget augmentation, project period, and award extensions.
- Analyzes expenses, develops cost projections, provides financial tracking and fiscal control, and fulfills reporting requirements.

**10% Training and Development:**

- Trains and onboards new research administrators according to ERSO's established comprehensive training plan.
- Stays abreast of changing sponsor rules and regulations, and campus policies and assures staff is trained as appropriate.
- Participates in conferences, as budgets allow to update RA knowledge.
- Shares key findings from conferences with the team.
- Identifies additional training needs within the group and takes initiative to address them.
- Leads internal Roundtable discussions as necessary.

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### Required Qualifications

- **Advanced Knowledge & Compliance:** Expertise in managing contracts, grants, financial systems, and regulatory requirements, including Uniform Guidance and Federal Acquisition Regulations, with compliance knowledge for sponsors like NSF, DOE, DARPA, and NIH, and others.
- **Leadership & Supervision:** Proven ability to lead and motivate teams, delegate tasks, set performance expectations, and provide constructive feedback while fostering collaboration and staff development.
- **Technical & Analytical Proficiency:** Skilled in using tools like Microsoft Office, Google Suite, BFS, CalAnswers, and similar databases for financial analysis, budgeting, and customized reporting.
- **Pre-Award & Proposal Management:** Extensive experience in research pre-award administration and proposal preparation/submission processes.
- **Organizational & Problem-Solving Skills:** Demonstrated ability to manage complex financial accounts, strategize effectively, and maintain high accuracy in reporting.
- **Communication & Training:** Strong written and verbal communication, with the ability to deliver training, build partnerships, and represent the organization credibly.
- **Risk Mitigation & Decision-Making:** Advanced critical thinking and problem-solving skills to identify risks, develop creative solutions, and ensure compliance with policies and procedures.
- **Accountability:** Strong sense of responsibility to uphold team performance and maintain a high standard of professionalism, work quality and excellent service delivery.
- Minimum 5+ years in Contract & Grants Administration
- Minimum 5+ years of Supervision

### Preferred Qualifications

- A Bachelor's degree or equivalent years of related experience, or equivalent combination of education and related experience is preferred.

### 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.

- Anticipated hiring range: \$98,600 - \$141,500
- UCB salary range: \$98,600 - \$184,400
- The salary offer to the final candidate will take into consideration their experience and salary equity with current UC Berkeley employees working in a similar roles.

### **Diversity Statement**

Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion, and belonging in your professional experience.

Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that "every member of the UC Berkeley community has a role in sustaining a safe, caring, and humane environment in which these values can thrive."

### **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.

### **Misconduct Disclosure**

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of

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misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

### **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](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)

**Contact Information**



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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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