

Administrative Officer 3 (7377U), Molecular & Cell
Biology - 75625
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252474>

Downloaded On: Apr. 2, 2025 10:27pm

Posted Jan. 31, 2025, set to expire Jun. 30, 2025

Job Title	Administrative Officer 3 (7377U), Molecular & Cell Biology - 75625
Department	Molecular & Cell Biology
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jan. 31, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory Human Resources Fiscal Services Administrative Support/Services
Apply Online Here	https://apptrkr.com/5969420

Apply By Email

Job Description

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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.

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

The teaching and research activities of the Department of Molecular and Cell Biology (MCB) concern the molecular structures and processes of cellular life and their roles in the function, reproduction, and development of living organisms. The types of living organisms from which the departmental faculty draws its working materials range from viruses and microbes through plants, roundworms, annelids, arthropods, and mollusks to fish, amphibia, and mammals.

Application Review Date

The First Review Date for this job is: February 12, 2025

Responsibilities

Fiscal Management:

- Serve as a liaison to the department, outside departments, shared services units, Howard Hughes Medical Institute (HHMI), and Lawrence Berkeley National Laboratory (LBNL) business services support units.
- Audit and analyze financial reports and forecast expenses to ensure Principal Investigators (PI) meet financial obligations of the research groups.
- Integrate UCB, HHMI, and LBNL reports to create a current and accurate comprehensive financial picture to ensure fiscal integrity.

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- Anticipate and resolve operational, fiscal, or other discrepancies.
- Work with UCB, HHMI, LBNL, and other relevant personnel to provide overall support to this function.
- Oversee the post-award administration of grants, contracts, and agreements.
- Oversee and coordinate timely submission of required sponsors' reports.
- Confer with Sponsored Project Office (SPO), UCB, HHMI, and LBNL service units on terms and conditions of awards, budget augmentation, project period, and award extension.
- Ensure financial integrity of research funds by regularly reviewing and reconciling expenditures, comparing to budget, and ensuring funds are not in overdraft.
- Advise research units and PIs on optimal use of funds.
- Analyze expenses, develop cost projections, and provide financial tracking to fulfill reporting requirements to agencies.
- Prepare, manage ordering, blanket purchase orders, and compare tracking worksheets to general ledger postings.

Personnel Management:

- Oversee human resource activities (hiring, termination, change of status) of research group personnel with the PI's, regional services units, respective academic and staff payroll offices, UCB, HHMI, and LBNL administrators.
- Manage volunteer and collaborator onboarding activities.
- Assist with Cal Time reporting for UCB-related staffing.
- Oversee and manage required trainings for UCB staff, students, volunteers, affiliates, and visiting scholars.

Material and Facilities Management:

- Work with regional services units, central procurement, and receiving units at UCB, HHMI, and LBNL to coordinate research groups' ordering and delivery of all supplies, equipment, and services.
- Define procedures for ordering and delivery of all supplies, equipment, and services.
- Evaluate purchasing options and implement practices based on the most economical and effective use of funds.
- Manage repair and maintenance of existing equipment by outside vendors.
- Manage ordering database and equipment inventory files.
- Obtain price and availability quotes from outside vendors for supplies and equipment.
- Manage equipment maintenance agreements and warranty repairs.
- Manage shipments, including import/export of supplies, equipment, and biological samples.

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- Report laboratories' facilities problems and follow up to ensure timely resolution to the PIs' satisfaction.
- Perform studies or review organizational data and other reporting to help identify organizational trends and needs.
- Administer and conduct strategic planning for facilities, space, and logistics, and manage equipment needs.

Program/Office Management/Event Planning:

- Manage the business affairs and develop operational procedures to ensure efficiency in the administrative office and lab.
- Manage lab calendar.
- Assist in the design and drafting of organizational lab website content.
- Document and update procedures regularly.
- Serve as the primary office contact to a broad range of organizations and as a liaison with UCB, HHMI, and LBNL.
- Keep PIs apprised of significant issues, events, requests, problems, and deadlines.
- Design, manage, and keep updated databases, logs, and spreadsheets that facilitate efficient retrieval of information (e.g., PI alumni, personnel, publications).
- Manage data and update institution-wide databases such as UCB's academic personnel database.
- Edit and maintain PI's publication lists.
- Manage and direct the lab's reimbursements.
- Assist with travel and related planning.
- Coordinate and assist with planning lab meetings and events.
- Participate in the identification, development, implementation, and continuous improvement of standard operating procedures and guidelines.
- Act as liaison with Facility Services and Building Management.
- Conduct and employ long- and short-range strategic planning to meet departmental goals.

Laboratory Safety Support:

- Manage Campus Chemical Inventory management.
- Manage lab safety reporting (EH&S, LSO, and OLAC).

Required Qualifications

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- Fiscal management experience including high level accounting, auditing, budgeting, quote comparison, etc.
- Material and facilities management experience including: requesting quotes from vendors, managing equipment maintenance agreements, managing supply and equipment ordering, delivery, and installation.
- Exceptional communication skills.
- Knowledge of human resources practices including job description creation, performance management, hiring, etc.
- Grant/award experience including grant writing, grant management, and contract compliance.

Education/Training:

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

Preferred Qualifications

- Knowledge of lab safety requirements, safety training, and workplace safety communication
- Experience with and/or ability to learn UC programs including UCpath, Caltime, AP recruitment, etc.

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 or hourly range that the University reasonably expects to pay for this position is \$80,000.00 - \$110,000.00. This is an exempt, monthly paid position.
- This is a full-time, Career position that is eligible for full UC benefits.

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- This is an on-site position at the University of California, Berkeley.

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.

Misconduct

SB 791 and AB 810 Misconduct Disclosure Requirement: 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 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](#)

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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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