

Project Coordinator (7397U), Arkin Laboratory - 76011  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252788>

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Posted Feb. 6, 2025, set to expire Jun. 30, 2025

<b>Job Title</b>	Project Coordinator (7397U), Arkin Laboratory - 76011
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Feb. 6, 2025
<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
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**Job Description**

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**Project Coordinator (7397U), Arkin Laboratory - 76011**

**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 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.

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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 Arkin laboratory for systems and synthetic biology seeks to uncover the evolutionary design principles of cellular networks and populations and to exploit them for applications. To do so they are developing a framework to effectively combine comparative functional genomics, quantitative measurement of cellular dynamics, biophysical modeling of cellular networks, and cellular circuit design to ultimately facilitate applications in health, the environment, and the circular bioeconomy on earth and in space. We lead three major projects: The Ecosystems and Networks Integrated with Genes and Molecular Assemblies (ENIGMA) program which seek to advance a predictive, mechanistic understanding of microbial biology and the impact of microbial communities on their ecosystems; The DOE Systems Biology Knowledgebase (KBase) is a software and data science platform designed to meet the grand challenge of transparent, reusable, reproducible systems biology: predicting and designing biological function; and the Center for Utilization of Biological Engineering in Space (CUBES) which aims to create a high efficiency sustainable and regenerable biomanufacturing platform for functional food, pharmaceuticals and materials for prolonged deep space missions. They also work on 'living' therapies such as phage to treat antimicrobial resistant microbes or creation of microbial probiotics that sense and protect against respiratory infection.

## Position Summary

The program coordinator will be joining management teams for two large interdisciplinary programs spanning multiple academic labs and institutions. They will be a primary coordinator for a new NIH program for the analysis and design of microbiomes to protect against upper airway infection. They will also join a program coordination team for another large program aimed at how microbial communities transform carbon and nitrogen in the terrestrial subsurface. In both cases, the job entails helping collect and track project tasks and milestones; obtaining and integrating information from project personnel

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about their contributions into periodic formal communications to stakeholder agencies; helping to on-board and off-board personnel and helping to track administrative input from the budget office, health and safety and other institutional offices.

### **Application Review Date**

The First Review Date for this job is: 02/18/2025.

### **Responsibilities**

#### Project Coordination:

- Coordinate collaborative research efforts across multiple academic labs at UC Berkeley and other institutions.
- Maintain clear lines of communication between research teams, principal investigators, and external collaborators to ensure timely progress and project alignment with goals.
- Facilitate regular meetings, ensuring that objectives and milestones are met on time.
- Assist in planning and managing research activities and deliverables across the project lifecycle.

#### Grant Management:

- Oversee and manage the project's overall grant, including tracking budgets, spending, and ensuring compliance with funding agency guidelines.
- Monitor project timelines, deliverables, and milestones to ensure all requirements are met and reported on time.
- Work with administrative staff and researchers to ensure timely submission of grant-related documents include extensions of grant and applications for renewals.

#### Reporting and Documentation:

- Prepare and compile comprehensive monthly progress reports, including scientific updates, milestones achieved, and financial summaries in compliance with stakeholder requirements.
- Collaborate with research teams to gather data, analyze project results, and present key findings in reports.
- Assist with the preparation of presentations, scientific papers, and other dissemination activities as needed.

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**Stakeholder Communication:**

- Serve as the primary point of contact between project teams, funding agencies, and university administration.
- Facilitate communication with funding agencies, ensuring regular updates on progress and addressing any issues or concerns that arise.
- Coordinate and prepare materials for meetings, advisory board presentations, and external reviews.

**Required Qualifications**

- Proven experience in project management, particularly in a research or academic setting.
- Experience managing large, multi-institutional grants or interdisciplinary research projects.
- Strong organizational skills and attention to detail, with the ability to manage complex, multidisciplinary projects.
- Excellent written and verbal communication skills, including experience preparing detailed reports for scientific and administrative audiences.
- Proficiency with project management tools and software.
- Experience with grant management, including budgeting, reporting, and compliance with funding agency guidelines.
- Ability to work independently and in a team environment, managing multiple priorities and deadlines.
- Bachelor's degree in related area and/or equivalent experience/training.

**Preferred Qualifications**

- Familiarity with federal funding agencies (e.g., NIH, NSF) and their reporting requirements.
- Knowledge of the academic research environment, including experience working with faculty and administrative staff.
- Demonstrated ability to facilitate collaboration between diverse stakeholders.

**Salary & Benefits**

This is a 3-year, full-time (40 hours/week), contract appointment, eligible for UC benefits with the possibility of extension. This is a non-exempt position, which is paid biweekly at an hourly rate.

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For information on the comprehensive benefits package offered by the University, please visit the University of California's [https://apptrkr.com/get\\_redirect.php?id=5982354&targetURL=](https://apptrkr.com/get_redirect.php?id=5982354&targetURL=)

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 hourly range that the University reasonably expects to pay for this position is \$29.31 - \$50.38.

### **How to Apply**

- To apply, please submit your resume and cover letter.

### **Other Information**

- This is not a visa opportunity.

### **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

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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:

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**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.

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[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

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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=5982354&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5982354&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

University of California, Berkeley

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