

Administrative Officer 3 (7377U) Cancer Research
Laboratory, 76123
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252869>

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Posted Feb. 10, 2025, set to expire Jun. 30, 2025

Job Title	Administrative Officer 3 (7377U) Cancer Research Laboratory, 76123
Department	Cancer Research Laboratory
Institution	University of California, Berkeley Berkeley, California
Date Posted	Feb. 10, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Human Resources Fiscal Services Administrative Support/Services
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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 Cancer Research Laboratory (CRL) at UC Berkeley is dedicated to advancing cutting-edge basic science research with the ultimate goal of discovering innovative therapeutic strategies for cancer treatment. Established in 1951, the CRL has grown to support over 80 research labs on campus, as well as collaborations with local biotech firms. The laboratory provides access to advanced technologies, instrumentation, and expertise that are critical for groundbreaking discoveries in cancer research.

The CRL encompasses three major research facilities:

- Flow Cytometry Facility - Supporting high-throughput analysis and sorting of fluorescently labeled cells.
- Molecular Imaging Center - Offering state-of-the-art microscopy to study molecular changes in cancer cells.
- Gene Targeting Facility - Assisting in the development of genetically engineered mouse models for cancer research.

Through these facilities, the CRL ensures that researchers have the resources needed to make impactful discoveries. Past research breakthroughs at CRL, such as the development of the cancer immunotherapy drug Yervoy (Ipilimumab), underscore the laboratory's pivotal role in advancing cancer treatment.

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In addition to its research support, the CRL hosts the Annual Imaging Conference, bringing together researchers, industry professionals, and other stakeholders to share insights and foster collaboration. With its mission-driven approach and focus on providing cutting-edge resources, the CRL continues to play a vital role in the global fight against cancer.

Position Summary

The Cancer Research Laboratory (CRL) supports groundbreaking basic science research at UC Berkeley, providing state-of-the-art research technologies and expertise to advance cancer treatment strategies. This position plays a critical role in managing the financial, human resources, and operational aspects of the CRL to ensure the efficient delivery of services to over 80 campus labs and external collaborators, including biotech firms. The role requires an experienced professional who can apply advanced administrative expertise to support CRL's mission and ensure compliance with university and federal policies.

Application Review Date

The First Review Date for this job is: 2/20/2025

Responsibilities

Financial Management (30%)

- Reconcile monthly financial ledgers, complete Key Financial Controls, and ensure fiscal integrity across CRL operations.
- Prepare accurate and timely financial reports, including expenditure tracking and budget forecasting to support CRL facilities and staff.
- Oversee grant and donor fund management, ensuring compliance with UC Berkeley, state, and federal guidelines; conducts detailed analysis of grant or donor funds that identifies potential compliance issues requiring additional documentation or adjustments.
- Monitor and allocate resources for facility operations, instrumentation maintenance, and service provision.
- Manage revenue streams, including deposits for recharge and external service users.

Human Resources (25%)

- Manage hiring, termination, and onboarding processes for CRL staff, student employees, and international researchers, ensuring compliance with HR policies and visa requirements.

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- Serve as the primary liaison for all HR matters, including coordinating with campus HR and resolving personnel-related issues.
- Oversee salary cost transfers, payroll distribution updates, and employee records in UCPath.
- Facilitate training and compliance tracking for staff and researchers in alignment with safety and operational policies.

Recharge Operations (20%)

- Administer monthly recharge processes for CRL facilities, ensuring accurate billing for campus users and external collaborators such as biotech firms.
- Maintain and update depreciation tables, process quarterly depreciation journals, and conduct annual equipment inventories.
- Resolve iLab platform issues to ensure seamless access for facility users and accurate data tracking.
- Prepare and certify annual recharge documentation in accordance with university and federal requirements.

Annual Imaging Conference Coordination (10%)

- Lead planning and logistics for the Annual Imaging Conference, including speaker travel arrangements, reimbursements, and vendor management.
- Oversee conference finances, including deposits, internal journal processing, and external registration systems such as Eventbrite.
- Collaborate with researchers and external partners to highlight CRL's contributions and foster engagement among cancer research stakeholders.

Purchasing and Vendor Management (10%)

- Coordinate procurement of lab supplies, instrumentation, and services to support CRL operations.
- Resolve invoicing issues, close encumbrances, and maintain purchasing records to ensure compliance with audit standards; as needed, resolves disagreements with vendors regarding contract terms, such as scope of services or payment disputes, that affect CRL operations.
- Process reimbursements for staff and handle vendor registrations as needed.

Timekeeping and Payroll (5%)

- Approve and manage biweekly and monthly timecards for CRL staff and student employees.
- Address and resolve timekeeping discrepancies, ensuring accurate payroll processing.
- Serve as a point of contact for all CalTime-related issues and compliance.

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Required Qualifications

- Thorough knowledge of University rules and regulations, processes, protocols and procedures for budget, accounting and fund management, and / or personnel management.
- Interpersonal skills including verbal and written communication, active listening, critical thinking, persuasiveness, advising and counseling skills.
- Knowledge of a variety of administrative operational activities such as event planning, basic fundraising processes, risk management planning, website design, accounting and payroll, and contracts and grants regulations and guidelines.
- Solid knowledge of common University-specific computer application programs.
- Ability to use discretion and maintain confidentiality.
- Strong skills in short-term planning, analysis, problem-solving, and customer service.
- Thorough knowledge of financial analysis and reporting techniques, and / or human resources policies and procedures for staff and academic employees.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Familiar with the following systems and applications: Bearbuy, UCPath, BFS, CalAnswer, Caltime, Campus Deposit System; Berkeley Reimbursement System, Berkeley Equipment Tracking System, Business Contract Management System, Direct Bill Travel, Systems Access Request Application, Phoebe/RA search, HR Service Hub, Smartsheet for student hiring, OLAC billing, RegOnline, iLab software.

Salary & Benefits

This is a 75% full-time (30 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

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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 \$80,400.00 - \$112,900.00 (100% FTE).

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 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

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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 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=5989185&targetURL=U.S. Equal Employment Opportunity Commission poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).



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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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