

Research Administrator 3 (6206U) Job 76730 -  
Engineering Research Support Organization (ERSO)  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253990>

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Posted Mar. 5, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	Research Administrator 3 (6206U) Job 76730 - Engineering Research Support Organization (ERSO)
<b>Department</b>	Engineering Research Support Organization
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Mar. 5, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager Professional Staff
<b>Academic Field(s)</b>	Research/Technical/Laboratory Fiscal Services Finance/Investment Management
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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

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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 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](#).

### **Departmental Overview**

ERSO works to provide customers with expert resources in Research Administration, Business, Financial, Human Resource and Payroll services. Our goal is to enable faculty and students to focus on their work in support of the campus mission. Our organization maintains a customer-oriented operation and supports a culture of continuous improvement. We strive to improve our offerings, processes, systems, and work to apply novel approaches to complex problems. Our enterprise is structured with inherent flexibility to meet quickly-changing demands.

### **Research Administrator 3**

The Research Administrator 3 position 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. Involves activities associated with forecasting, planning, and managing of research portfolios by performing some or all of the following: coordinating and identifying and developing and/or presenting proposals, contracts and other agreements; reviewing proposals to ensure institutional compliance; negotiating, administering and monitoring contract and grant awards, including compliance

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with regulations, terms and conditions; financial management and reporting; and sub award/subcontract issuance and administration.

### Application Review Date

The First Review Date for this job is: 3/17/25 - Open until filled

### Responsibilities

**\*\*\*This job is currently 100% remote\*\*\***

25% - Under limited supervision, provides post-award financial administration and management for research funds in accordance with campus policy and agency requirements. Post award sub-recipient monitoring and administration. Conducts financial analysis and projections.

20% - Under limited supervision, serves as the primary faculty liaison, assists Principal Investigators (PI) with the development of contract and grant proposals including proposal budgets. Prepares support documents as required by proposal guidelines and coordinates proposal submissions with Sponsored Projects Office. The RA oversees the process from submission through negotiation of the final award. RA will work with more complex proposals which involve multiple investigators and/or multiple institutions and subawards.

15% - Under limited supervision, monitors and ensures allowabilty for financial transactions, expenditures, reconciles funds, identifies and resolves discrepancies and retains all necessary back up documentation. Processes non-competing continuations, supplements, sub-award requests and other award/agreement amendments. Tracks and ensures compliance with cost sharing commitments.

10% - Under limited supervision, organizes plans, establishes and monitors fiscal budget control of contracts and grants administration, gifts, endowments and privately funded projects for faculty research programs.

10% - Under limited supervision, prepares the close-out activities including: final projection, subcontracts, personnel, and recurring expenses. In conjunction with faculty submits NCE request via SPO as necessary and initiates fund changes or expense transfers. Finally, completes EFA closeout report and monitors BAIRS until all chart strings are invalidated.

6% - Seeks information to maintain current knowledge on compliance regulations in all areas of research administration.

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5% - Provides advice regarding sponsored projects administration to Department Administrators and PIs.

5% - Applies professional concepts to provide monthly financial reports, projections, analyze spending and recommend adjustments.

1% - Ensures complete and accurate collection of research management administration data at all stages of the contract and grant life cycle.

1% - Assists in support of audits as directed by senior staff.

1% - Serves as the liaison to faculty for the campusReporting Systems (i.e. ERS).

1% - Prepares ad hoc non-technical statistical reports as needed.

### **Required Qualifications**

- Requires judgment, problem solving skills, effective organizational and verbal & written communication skills with extreme focus on customer service.
- Requires thorough understanding of research administration guidelines of Federal and non-Federal sponsors supporting research and educational activities preferably in a university environment.
- Demonstrated effective interpersonal skills to interact with diverse individuals and groups.
- Maintains current knowledge of compliance regulations in all areas of research administration.
- Knowledgeable about Federal Acquisition Regulation, Code of Federal Regulations, sponsor-specific policies, intellectual property policy, conflict of interest requirements, publication rights, application of indirect cost rates and other complex concepts in research administration.
- Requires thorough knowledge of the Uniform Guidance, including allowability, allocability, and reasonableness, state, local, sponsor and institutional regulations, policies, and guidelines.
- Ability to work in a fast paced environment with overlapping deadlines and short lead times and maintain a high level of attention to detail, and ability to work with a high degree of accuracy.
- Knowledgeable of generally accepted accounting, fiscal and reporting principles.
- Proficiency working with computer and information management systems.
- Experienced with all types of award mechanisms, including grants, contracts, subcontracts, cooperative agreements.
- Knowledgeable in applicable compliance requirements related to use of human or animal subjects in research, financial conflict of interest, biosafety, etc.
- Ability to perform complex financial analysis and customized reporting.

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- Proficiency in utilizing CalAnswers for financial reporting at Berkeley, and pivots or similar experience using other financial reporting tools.
- Demonstrated proficiency in the use of spreadsheet and database software in financial analysis, fiscal management including projections and budgeting and financial reports.
- Stays current on compliance regulations in all areas of research administration.

### Preferred Qualifications

- Bachelors degree in related area and/or equivalent experience/training.
- 3 years of demonstrated experience in research contract and grant management experience.
- NIH Experience

### 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.

- Anticipated hiring range: \$72,600 - \$88,106
- UCB salary range: \$72,600 - \$129,000
- 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.

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### **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 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 see:

[https://www.eeoc.gov/sites/default/files/migrated\\_files/employers/poster\\_screen\\_reader\\_optimized.pdf](https://www.eeoc.gov/sites/default/files/migrated_files/employers/poster_screen_reader_optimized.pdf)

For the complete University of California nondiscrimination and affirmative action policy see:



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<http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>

**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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