

Research Administrator 2 (4486C) - 80710
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=261729>

Downloaded On: Aug. 27, 2025 6:48pm

Posted Aug. 27, 2025, set to expire Jun. 30, 2026

Job Title	Research Administrator 2 (4486C) - 80710
Department	Center on the Economics and Demography of Aging
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 27, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory Human Resources Grant Writer/Technical Writer Finance/Investment Management
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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 Center on the Economics and Demography of Aging (CEDA, <https://ceda.berkeley.edu>) is an NIH-funded research center associated with the Berkeley Department of Demography, and is administered under the auspices of the Social Science Matrix. Founded over 30 years ago, it is part of a nationwide network of centers funded by the National Institute on Aging to promote innovative social science research on aging. UC Berkeley is renowned for its leadership in research on the causes and consequences of population change. CEDA is based in the Department of Demography, which is a small, dynamic, and diverse department with a healthy supportive environment and close sense of community. The center supports more than 50 faculty affiliates across the university who are conducting aging research in other social science departments as well as professional schools such as the School of Public Health. CEDA offers seed grant funding to faculty, support for grant development and administration, and sponsors seminars, networking events and conferences.

Position Summary

The Research Administrator 2 will serve as the CEDA Manager, reporting to the center's faculty director. They will liaise between the center leadership and campus support services, as well as with other faculty and staff, federal agencies, and professional associations. Primary focus will include managing budgets and projections, both for the center overall and for sub-projects and events; overseeing purchasing, contracts, reimbursements and HR requests; event coordination; supporting grant proposals and writing grant progress reports; and assisting with disseminating research results

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and related center communications.

Application Review Date

The First Review Date for this job is: 09/08/2025.

Responsibilities

Dept Role (DR):

- Under general supervision, organizes, plans, establishes and monitors fiscal budget control of contracts and grants administration, gifts, endowments and privately funded projects for faculty research programs.
- Manages budgets and projections, both overall and for specific sub-projects and events; submitting purchasing, contracts, reimbursements and HR requests; event coordination; and writing progress reports.

(DR):

- Analyzes transactions, expenditures, identifies and resolves discrepancies, financial and inventory reports.
- Verifies accuracy of campus expenditure records and tracks funding commitments so as to maintain updated budget projections in real-time.
- Creates budgets and budget justification text for grant proposals through identification of precise sponsor and university requirements.
- Develops and/or oversees non-competing continuations, supplements and other award/agreement amendments.
- Applies professional concepts to provide projections, analyze spending and recommend adjustments.

(DR):

- Under general supervision, provides post-award financial administration and management for research funds in accordance with campus policy and agency requirements.
- Assists with fulfilling PubMed Central uploads for NIH policy.

(DR)

- Monitors and ensures allowability for financial transactions, expenditures, reconciles funds,

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identifies and resolves discrepancies and retains all necessary back up documentation.

Central Role (CR):

- Under general supervision, works with other analysts in negotiation of terms and conditions of research agreements and awards from various sponsors.
- Identifies subaward institution liaisons in RA and SPO positions and works with them to usher through a complex multi-campus grant.

(CR)

- Assists in collecting data on grant productivity for annual and close-out reports. Conduct analysis of grant data as requested, interpret data.

(CR)

- Assists with the staffing of research and other personnel.

(DR)

- Plan and manage events, including travel and reimbursements.
- Creates a process to manage Center events on campus, including venue location and contracts, catering choices, hotel bookings for visitors.

(DR)

- Performs other duties as assigned.

Required Qualifications

- Minimum of one year of demonstrated experience in research contract and grant management.
- Ability to work independently and as a team member, research and resolve problems, meet deadlines, and follow through on assignments with minimal direction.
- Knowledge of NIH contract and grant rules and procedures.
- Knowledge of and/or can quickly learn University of California and UC Berkeley campus rules and procedures for grants and contracts, business and financial services, human resources, and human subjects review.
- Requires independent judgment and strong organization and communication skills and customer

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service focus.

- Knowledgeable in applicable federal, state, local, sponsor and institutional regulations, policies, and guidelines.
- Knowledgeable in applicable compliance requirements related to use of human or animal subjects in research, financial conflict of interest, biosafety, et cetera.
- Demonstrated knowledge of generally accepted accounting, fiscal and reporting principles.
- Proficiency working with computer and information management systems.
- Ability to perform moderately complex financial analysis and customized reporting.
- Demonstrated competence in the use of spreadsheet and database software in financial analysis, fiscal management and financial reports.
- Maintains current knowledge of compliance regulations in all areas of research administration.
- Bachelor's degree in related area and/or equivalent experience/training.

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 hourly range that the University reasonably expects to pay for this position is \$38.67 (Step 1) - \$56.34 (Step 20).

- This is a non-exempt, biweekly-paid position.

How to Apply

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

Other Information

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This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

- This is not a visa opportunity.
- This position is eligible for up to 100% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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 Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

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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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