

Research Security Analyst (6230C), Research Admin &
Compliance - 81585
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=264642>

Downloaded On: Oct. 30, 2025 4:53pm

Posted Oct. 30, 2025, set to expire Jun. 30, 2026

Job Title	Research Security Analyst (6230C), Research Admin & Compliance - 81585
Department	Office of Research Administration & Compliance
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 30, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory
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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.

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 Office of Research Administration & Compliance (RAC) works with faculty, staff, and students across UC Berkeley to catalyze, support, and safeguard research and innovation. Ensuring research compliance, safety, and security across the university is a key priority because the overall success of the research enterprise depends on the highest standards of ethics, compliance, and integrity.

Position Summary

The Research Security Analyst carries out duties and responsibilities in support of the University's research security programs. This position applies the subject matter expertise necessary to guide and execute programmatic priorities, understand and apply pertinent federal and state regulations, and to develop and implement appropriate best practices that effectively and efficiently mitigate research compliance risks encountered in Berkeley business processes or research.

Application Review Date

The First Review Date for this job is: 10/15/2025.

Responsibilities

- Develops and implements a proactive quality-assurance program for research security disclosures.
- Reviews and audits disclosures of current/pending support, international visitors, and foreign travel to ensure accuracy and completeness.
- Serves as a primary point of contact for faculty and researchers.
- Provides expert guidance on federal disclosure requirements, conflict of interest/commitment,

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and sponsor-specific rules regarding foreign affiliations and activities.

- Identifies potential research security threats and institutional vulnerabilities.
- Collaborates with senior staff to implement security measures and assist research teams in developing and monitoring mitigation plans.
- Supports the Research Security Officer in designing and delivering training, outreach materials, and campus presentation to strengthen a culture of research security.
- Proactively engages with campus departments to promote consistent policy application and provide general administrative support (record keeping, email responses, preparation of reports, and tracking of disclosure compliance).

Required Qualifications

- Strong working knowledge of federal research security regulations (e.g., disclosure requirements, conflict of interest/commitment) and knowledge of and/or can quickly learn related university policies.
- Ability to analyze complex data, identify compliance risks, and develop practical solutions.
- Excellent written and verbal communication skills to explain complex regulations clearly to a variety of audiences.
- Demonstrated ability to prioritize multiple deadlines, exercise sound independent judgement, and maintain confidentiality.
- Customer service orientation and ability to work collaboratively with faculty, researchers, and administrative staff.
- A minimum of one year of experience in a compliance, audit, or research administration role.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- A minimum of one year of experience in a compliance, audit, or research administration role in a higher education environment.
- Experience supporting faculty/researchers, familiarity with and/or can quickly learn UC research administration systems, and prior federal regulatory experience.
- Relevant compliance certification.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

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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 annual salary range that the University reasonably expects to pay for this position is

- This is a full-time (40 hours/week), career position that is eligible for UC Benefits.
- This is an exempt monthly-paid position.

How to Apply

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

Other Information

This position will be governed by the terms and conditions in the agreement for the Research and Public Service Professionals, represented by the UAW.

- 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

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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.

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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