

Job Description

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Job Details			
Job Title	Research Administrator 3 (6206U) Job #61524 - Engineering		Job ID 61524
	Research Support Organization (ERSO)		
Location	Main Campus-Berkeley		
		Full/Part Time	Full Time
		Favorite Job	☆

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 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 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: 11/22/23 - Open until filled

Responsibilities

- 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 RSO oversees the process from submission through negotiation of the final award. RSO will work with more complex proposals which involve multiple investigators and/or multiple institutions and subawards.
- 15% Under limited supervision, monitors and ensures allowability 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.
- 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 campus-Reporting 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.
- 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.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is 67,000 - 85,000.

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.

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

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

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

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