**Dynamic Opportunity for an OE CSS-Director of Research Administration (Job #15017)**

UC Berkeley has created shared services centers in several areas of the campus in an effort to improve efficiency and provide reliable high quality service to campus departments while reducing cost and risk of a decentralized delivery model.

We have a dynamic opportunity for an experienced Director of Research Administration who wants to leads UC Berkeley’s Campus Shared Services Research Administration department which provides shared services including: 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.

The position oversees research-related budget, finance and fiscal controls for the Shared Services Center and plays a pivotal role in designing and developing the administrative infrastructure required to support current research needs, with the scalability and flexibility to support new units/centers/institutes developed under the University of California, Berkeley research enterprise. The successful candidate will have 10+ years of progressive management experience in an academic/research environment; advanced degree in business administration, accounting, or financial management; demonstrated skills in employee supervision and Human Resources administration; and in-depth knowledge of federal and other sponsor regulations governing grant and contract administration, including Office of Management & Budget Circulars and Federal Acquisition Regulations.

**Salary & Benefits:**

Salary is commensurate with experience.

**How to Apply:**

Submit your cover letter and resume as a single attachment when applying at **jobs.berkeley.edu**