

## Job Posting Detail

**Posting Title:** Research Administrator 3 (6206U) - CSS #17214

**Requisition:** 17214

**Department:** Shared Services

**Location:** Main Campus-Berkeley

### About Berkeley

The University of California, Berkeley, is one of the world's most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley's culture of openness, freedom and acceptance—academic and artistic, political and cultural—make it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at <http://jobs.berkeley.edu/why-berkeley.html>.

### Departmental Overview

Campus Shared Services (CSS) provides a wide range of reliable, high-quality administrative support services for the University of California, Berkeley in the areas of Research Administration, Business & Financial Services, Human Resources & Academic Personnel Support, and Information Technology (IT).

The Research Administration function within CSS will provide department level service during the contracts and grants life cycle to UC Berkeley's Principle Investigators (PI) and Principle Directors (PD). By streamlining services in areas such as human resources, purchasing, and grants administration, CSS will help PIs and PDs navigate the campus administrative processes and focus on the research that comprises a large part of the UC Berkeley mission. CSS will provide department level pre-award and post-award support services to all research professionals on campus, in close collaboration with the Sponsored Projects Office, Industry Alliances Office, Extramural Funds Accounting, and other central compliance groups.

Under limited supervision, the Research Administrator 3 uses skills as a seasoned, experienced research administrator to independently develop and/or oversee research proposals, awards and transactions related to contract and grant management and maintains contract and grant records in compliance with institutional research sponsor policies. The incumbent will work on proposals of diverse scope where analysis of data requires thorough understanding of complex regulations. The incumbent will complete and approve transactions for signature by manager or other authorized institutional official. The incumbent will work on complex proposals that may involve multiple investigators and/or multiple sub-awards. This position will also help guide less experienced staff.

This requisition will remain open until all positions are filled.

### Responsibilities

- Organize, plan, establish and monitor fiscal budget control of contracts and grants administration, gifts, endowments and privately funded projects for faculty research programs. May facilitate PI interactions with CSS HR and CSS B&FS.
- Under limited supervision - oversees the pre-award process from preparing submission through submission to the Sponsored Projects Office.
- Serves as primary faculty liaison. Assists PI with the development of contract and grant proposals.
- Prepares proposal budgets and support documents that are required by proposal guidelines.
- Coordinates proposal submission with Sponsored Projects Office.
- Provides post-award financial administration and management for research funds in accordance with campus policy and agency requirements.
- Monitors and administers post-award sub-recipient. Conducts financial analysis and projections.
- Monitors and ensures appropriate approval for financial transactions and expenditures.
- Reconcile funds, identify and resolve discrepancies while retaining all necessary back up documentation.
- Tracks and ensures compliance with cost sharing commitments.
- Prepare all close-out activities including: final projection, subcontracts, personnel and recurring expenses.

### Required Qualifications

- Requires independent judgment and strong organization and communication skills and customer service focus across broad and diverse subject areas.
- Extensive experience in pre-award administration, proposal preparation and submission processes.
- Working knowledge of contracts and grants transactions and applicable financial systems, as well as related policy requirements.
- Demonstrated working knowledge of applicable federal, state, local, sponsor, and institutional regulations, policies, and guidelines.
- Ability to work independently and as a team member, research and resolve problems, meet deadlines, and follow through on assignments with minimal direction.
- Accounting and budgeting skills in managing complex financial accounts and funds, as well as knowledge of generally accepted accounting, fiscal

and reporting principles.

- Requires thorough understanding of research administration guidelines of Federal and non-Federal sponsors supporting research and educational activities, preferably in a university environment.
- Ability to manage significant volume of transactions.
- Thoroughly knowledgeable in applicable compliance requirements related to use of human or animal subjects in research, financial conflict of interest, biosafety, et cetera.
- Ability to translate technical/scientific concepts into a fundable proposal.

**Preferred Qualifications**

- Bachelor's degree in related area and/or equivalent experience/training.
- Two years of demonstrated experience in research contract and grant management preferred.

**Salary & Benefits**

For information on the comprehensive benefits package offered by the University visit:

[http://atyourservice.ucop.edu/forms\\_pubs/misc/benefits\\_of\\_\\_belonging.pdf](http://atyourservice.ucop.edu/forms_pubs/misc/benefits_of__belonging.pdf)

**Criminal Background Check**

This position has been designated as sensitive and may require a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal Background Check.

**Equal Employment Opportunity**

The University of California, Berkeley is an Equal Opportunity/Affirmative Action Employer.