

## Job Posting Detail

**Posting Title:** Research Administrator 2 - (6205U) CSS #16417

**Requisition:** 16417

**Department:** Shared Services

**Location:** Main Campus-Berkeley

### 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 general supervision, the Research Administrator 2 develops and/or oversees research proposals, awards and transactions related to contract and grant management and maintains contract and grant records in compliance with institutional and research sponsor policies. The incumbent works on proposals of moderate scope such as single investigator NSF proposals where analysis of financial information or reports requires review of a variety of factors (e.g. budgets, salaries, expenses, etc.) The incumbent receives assignments on a project basis and fully analyzes problems, gathers data and information, and recommends solutions.

The Research Administrator 2 will initially support the College of Natural Resources as well as Biological Sciences.

This requisition will remain open until 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.
- Ensure complete and accurate collection of research administration at all stages of the contract and grant life cycle. Provides standard financial reports and projections.
- Serve as the primary faculty liaison and assist Principal Investigators (PI) with the development of straightforward contract and grant proposals including reviewing RFPs and drafting summaries of content, gathering data and responding to requests for information.
- Research and compile information required for simple proposal budgets.
- Prepare support documentation as required by proposal guidelines and coordinates proposal submissions with Sponsored Projects Office.
- Working with senior level research administrators: Analyze transactions and expenditures. Identify and resolve discrepancies. Creates financial and inventory reports.
- Develop and/or oversees non-competing continuations, supplements and other award/agreement amendments. Inform higher-level RAs of potential overdrafts and recommend routine action to resolve and prevent overdrafts going forward.
- Assist in support of audit as directed by senior staff.

### Required Qualifications

- Independent judgment and strong organization and communication skills and customer 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.
- Demonstrated ability to analyze and interpret data. Demonstrated ability to interpret and apply guidelines and policies.
- Proficiency working with computer and information management systems. Ability to perform moderately complex financial analysis and customized reporting.
- Ability to establish and maintain productive working relationships and partner with other departments in the campus community.
- Excellent initiative, attention to detail and accuracy.
- Ability to participate and contribute as a member of a team in support of unit goals and objectives.
- Demonstrated competence in the use of spreadsheet and database software in financial analysis, fiscal management and financial reports.
- 1-2 years' experience in working with student funding, human resources/payroll, contracts and grants, or equivalent related experience preferred.

### Salary & Benefits

Annual Salary: \$46,200-\$68,700

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.