

Job Description

Job Title: Contracts and Grants Supervisor 2 (6216U) - CSS, #17233
Job ID: 17233
Department: Shared Services
Location: Main Campus-Berkeley
Full/Part Time: Full-Time
Regular/Temporary: Regular

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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>.

Application Review Date

The First Review Date for this job is: January 22, 2014

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).

In support of the UC Berkeley Operating Principles (<http://cfo.berkeley.edu/we-are-berkeley-operating-principles>) and the university's mission of teaching, research and public service, CSS operates in a culture which encourages collaboration, innovation, simplification, and accountability. Our staff focuses on service, a commitment that is aligned with the CSS vision. We recognize excellence and strive to provide timely, consistent, and dependable service to you.

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.

The Contracts and Grants Supervisor 2 position within CSS 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. This work will involve 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; administering and monitoring contract and grant awards, including compliance with regulations, terms and conditions; financial management and reporting; and sub award/subcontract administration.

The Contracts and Grants Supervisor 2 will report directly to and receive guidance from the Contracts and Grants Manager 1, but will work independently, setting priorities for their group according to general guidelines. The incumbent will supervise a staff of research administrators at varying levels. Supervisory responsibilities will include: hiring, training, and performance reviews. The incumbent will be responsible for assigning duties to staff and ensuring an equitable distribution of workload.

Responsibilities

- Supervises, provides training, and evaluates a staff of professional research administrators providing pre- and post-award services to PIs and PDs from campus. Ensures staff is consistently trained and following established procedures and practices for extramural funds accounting and sponsored projects administration. Recommends hiring of new employees, salary actions, terminations, and performance ratings.
- Defines roles, responsibilities, and skills needed for unit success. Determines quality of work, expectations, and sets deadlines. Develops and implements controls to ensure compliance with University and agency policies. Coordinates the operations/workflow of the service team with other areas of CSS.
- Participates in the development and monitoring of policies and procedures for department or department operations. Manage changes to policies, procedures, processes which could affect service team. Makes recommendation to the Contracts and Grants Manager regarding effect of changing campus-wide policies and procedures.
- May become actively involved to meet schedules and resolve problems.
- Provide guidance and counsel on research administration matters to staff, PIs, and non-RA CSS staff.
- Monitors relevant changes in University and sponsoring agencies policies and guidelines. Participates in training/educational sessions designed to increase knowledge of professional research administration concepts and practices, and CSS, University, and/or funding agency processes and policies. Communicates changes to staff and faculty as appropriate. Maintains current knowledge on compliance regulations in all areas of research administration.
- Performs other duties as assigned.

Required Qualifications

- Minimum of five years' experience working with federal and state contracts and grants, fiscal policies and procedures or related accounting experience, or an equivalent combination of education and experience.
- Working knowledge of contracts and grants transactions and applicable financial systems, as well as related policy, accounting and regulatory compliance requirements.
- Must be proficient in use of Microsoft Office and common desktop/web applications.
- Strong inter-personal skills, service orientation, ability to multi-task effectively in a varied, high volume environment, judgment and decision-making, reasoning, ability to develop original ideas to solve problems, and effective verbal and written communication skills.
- Knowledge of contracts and grants best practices.
- Excellent leadership abilities, sound judgment and decision making, critical thinking and creative problem solving. Ability to model a positive influence emphasizing team-building.
- Skills to work collaboratively and act persuasively in sensitive situations; skills in conflict management techniques.
- Extensive knowledge of program administration guidelines of Federal and non-Federal sponsors supporting research and educational activities, preferably in university environment.
- Experience with all types of award mechanisms, including grants, contracts, subcontracts, and cooperative agreements.
- Demonstrated and successful leadership experience.

Education/Training:

- Bachelor's degree in related area and/or equivalent experience/training.

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

How to Apply

Please submit your cover letter and resume as a single attachment when applying.

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.

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