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Job Title: Research Development Specialist (7398U) #27369
Job ID: 27369
Location: Main Campus-Berkeley
Full/Part Time: Full-Time
Department: Research Immediate Office (Berkeley Research Development Office)
Regular/Temporary: Regular

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> [jobs.berkeley.edu].

Application Review Date

The First Review Date for this job is: August 12, 2019.

Departmental Overview

Within the Office of the Vice Chancellor for Research, the Berkeley Research Development Office (BRDO) is a diverse team of experts that works with faculty and research units across campus, with a mission of helping to increase research funding while decreasing faculty burden in applying for it. BRDO supports the development of large and strategic research proposals, provides training and proposal-related resources to support proposers across campus, finds and disseminates funding opportunities, and otherwise supports the priorities and responsibilities of the Office of the Vice Chancellor for Research.

This new position will expand the BRDO team. While managed by BRDO, this particular position will concentrate its support on specific departments or other units. The employee will become familiar with the people and programs within those units, in order to most effectively support complex proposal development.

Task assignments will be made on an ongoing basis by the BRDO Director in consultation with the cognizant research directors of the units supported.

Responsibilities

Proposal development:

- Assists faculty with proposal development, including advising, organizing, writing, editing, and proofreading, and facilitating interactions with research administration.
- Assists with conceptual formulation and writing of non-research components of proposals, including broader impacts, administration plans, management plans, and budget justifications.
- Assists with developing figures and tables to support proposal narrative, such as program progression/milestones and organizational charts.
- Ensures clarity, organization, accuracy, style, and quality of written work.
- Researches agency policies and details of specific solicitations and ensures proposal compliance.
- Interacts with teams to help advise, create calendars, and monitor progress.
- Under limited supervision, researches, writes and/or edits material for a variety of publications for internal and external audiences, consulting with faculty as necessary.

Analysis and Coordination:

- Researches organizational structures, policies, and procedures relevant to research development and summarizes best practices in field.
- Coordinates with campus and external research development staff to acquire and share best practices and

consult on specific challenges.

- Performs ad hoc, analytical studies on a wide variety of complex policies, programs and issues.
- May advise on funding strategies and disseminate funding opportunities to research groups and faculty in units affiliated with the College of Engineering.

Administrative and Other Duties:

- Interacts with faculty and administrative staff to discuss proposal services and respond to questions.
- May create and maintain relevant and useful information about proposal development.
- May develop training material and provide training sessions on aspects of proposal development and writing.
- May assist with other duties as needed within BRDO or other supported units.

Required Qualifications

- Bachelor's degree or higher, plus at least two year's relevant experience in fields such as research development, proposal development, and research administration and/or equivalent experience/training.
- Experience in successfully securing grant or contract funding.
- Strong skills in writing clear, engaging and persuasive text in a variety of styles appropriate to target audiences, while ensuring adherence to the funding sponsor's guidelines.
- Awareness of federal policies pertinent to federal grants and proposals.
- Thorough knowledge of the fundamentals of writing, grammar, syntax, style, and punctuation.
- Strong skills in analyzing and synthesizing large amounts of data for preparing compelling and responsive proposals.
- Strong communication and interpersonal skills to communicate effectively, both verbally and in writing.
- Effective collaboration skills.
- Ability to multi-task with demanding timeframes.
- Project management skills and the ability to resolve complex problems and issues; demonstrated skills in organizing, prioritizing and scheduling complex work assignments.
- Familiarity with the academic research environment.
- Familiarity with federal and/or industry research funders.
- Knowledge of common computer application programs (e.g., office software, spreadsheets, databases)
- Strong analytical/problem-solving skills.
- Good attention to detail.
- Ability to use discretion and maintain all confidentiality.

Preferred Qualifications

- Knowledge of the UC Berkeley campus, including its mission, structure, policies, and people.
- Demonstrated successful track record of developing competitive large scale research proposals.
- Knowledge of a wide array of research funders and funding opportunities.
- Experience working with industry and/or federal labs.
- Experience with large, complex grants, cooperative agreements, and contracts.
- Experience with partnering agreements and MOUs.
- Familiarity with operations of large organizations and development of management plans.
- Familiarity with proposal budgets and financial analysis.
- Expertise with charts and graphics.
- Experience working in a diverse engineering environment.
- Some familiarity with the physical sciences and engineering, as well as data science, artificial intelligence, energy research, space technologies, and/or advanced manufacturing.

Salary & Benefits

Salary will be commensurate with experience.

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

<http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html> [ucnet.universityofcalifornia.edu]

How to Apply

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

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: http://www.eeoc.gov/employers/upload/poster_screen_reader_optimized.pdf [eeoc.gov]

For the complete University of California nondiscrimination and affirmative action policy see: <http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct> [policy.ucop.edu]