

## **Research Manager (Administrative Officer 2)**

UC Berkeley - Department of Plant and Microbial Biology

The Brenner computational genomics research group is seeking a Research Manager who will manage operations for a cutting-edge genomics and bioinformatics research group. The Brenner group analyzes comprehensive genetic information to understand gene regulation and function. Our research has implications for diseases from cancer to Crohn's Disease, and the future of personalized medicine. We have roughly twenty members ranging from undergraduates to senior researchers. The research group provides a dynamic, occasionally demanding, flexible, and supportive work environment.

The Brenner research group is an interdisciplinary research group, at the University of California, Berkeley, one of the world's premiere research universities. We are associated with the Department of Plant and Microbial Biology, the Department of Molecular and Cell Biology, the Department of Bioengineering, Lawrence Berkeley National Lab, and the University of California, San Francisco. The University of California, Berkeley is committed to diversity in its staff, faculty, and student body, and invites all qualified people to apply, including minorities and women, veterans and individuals with disabilities.

The Department of Plant and Microbial Biology (PMB) was established in 1989 in the College of Natural Resources as a research, teaching, and training center of the Agricultural Experiment Station. The Department is affiliated with the USDA Plant Gene Expression Center in Albany and has 35 regular faculty members, one cooperative extension specialist, and nine adjunct faculty members. The faculty is involved in both graduate and undergraduate teaching programs as well as extensive scholarly research. In addition to faculty, there is approximately 20 administrative staff. The Department Chair, Associate Chair, and a Chief Administrative Officer oversee the department's programs.

### **Responsibilities:**

The Research Manager is an administrative professional who plans, administers, and coordinates the operations of the Brenner research group. He or she will maintain good relations and interact with others outside the research group, within and beyond the campus, to efficiently obtain information and successfully pursue research group goals. The Research Manager must become familiar with the general nature of the genomic research in the research group to be effective in this position. He or she will anticipate research group needs to ensure smooth operations and may supervise staff.

The Research Manager will coordinate with department and institutional offices to plan and manage complex personnel appointments, grants, procurement, budgets, and travel/scheduling. He or she will resolve administrative issues, design and produce databases and reports, perform projections of budget, staffing needs and effort, equipment and other procurements, maintain correspondence and laboratory data presentation, and provide solutions to recurring or unusual operational challenges.

## **Qualifications:**

- Bachelor's degree and/or equivalent experience/training in Molecular Biology, Computer Science, or Business Management. Knowledge of computational biology and/or genomics is ideal, and may be learned in the position
- Solid organizational skills and ability to multi-task with demanding timeframes
- Knowledge of a variety of administrative and technical operations activities such as website design, accounting and payroll, and contracts and grants regulations and guidelines
- Strong interpersonal communication skills including verbal and written communication, active listening, critical thinking, persuasiveness, advising and mentoring skills
- Analytical and project management skills, including the ability to independently research; review and assess a range of variables to define key issues; evaluate reasonable alternatives, and make logical recommendations and decisions
- Strong skills in short term planning, analysis and problem-solving and customer service
- Ability to use discretion and maintain all confidentiality
- Ability to use sound judgment in responding to issues and concerns, including competing issues
- Knowledge of Windows, Linux, and/or OS X; familiarity with all components of MS Office; capability with Adobe Creative Suite
- Understanding of research program in computational genomics and/or willingness to learn, so as to make informed proposals for budget and accounting
- Capable of maintaining good nature and disposition even when faced with multiple imminent deadlines and conflicting guidance
- Working outside of usual business hours required
- Thorough knowledge of institutional and sponsor rules and regulations, processes, protocols and procedures for budget, account and fund management, personnel management (preferred)
- Thorough knowledge of financial analysis and reporting techniques (preferred)
- Thorough knowledge of human resources policies and procedures for staff and academic employees, and familiarity with visa issues (preferred)
- Knowledge of common University-specific computer application programs, e.g., BFS, BAIRS, ERS, COEUS, and BearFacts (preferred)
- Knowledge of funding agency applications and sites, e.g., Grants.gov, NIH eRA Commons, ProposalCentral, and CRISP (preferred)

**Salary & Benefits:** Annual salary range is \$42,000-\$50,150, commensurate with qualifications and experience. 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)

**To Apply:** Applicants must apply through the University's website at [jobs.berkeley.edu](http://jobs.berkeley.edu); search for "Research Manager", posted "anytime". Your application should include a cover letter, detailed resume, and contact information for three references. Please include this information in one comprehensive document as separate attachments cannot be submitted in the application system. Please ALSO send a duplicate application to [jobs@compbio.berkeley.edu](mailto:jobs@compbio.berkeley.edu). Correspondence related to this position may also be sent to this address. For more information about the Brenner research group, see <http://compbio.berkeley.edu/>.

The University of California, Berkeley is one of the world's leading universities in research, teaching, and public service. The campus employs 2,135 faculty in more than 130 academic departments and interdepartmental groups, libraries, museums and more than 65 interdisciplinary research units contribute to this dynamic and vital research and teaching environment.

The University of California, Berkeley is an Equal Opportunity Employer. We offer a diverse working environment, competitive salaries, and comprehensive benefits.