

Assistant Director of Research Compliance Education
(4164U), Research Admin & Compliance - 66390
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=234006>

Downloaded On: May. 16, 2024 7:11am

Posted Apr. 3, 2024, set to expire Jun. 30, 2024

Job Title	Assistant Director of Research Compliance Education (4164U), Research Admin & Compliance - 66390
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Apr. 3, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director Associate/Assistant Director
Academic Field(s)	Research
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Job Description

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About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

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The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

Research Administration and Compliance (RAC) is the administrative office at UC Berkeley responsible for facilitating and ensuring campus compliance with federal, state, and university regulations pertaining to research administration, including policies governing [research animal care and use](#), [human research subjects protection](#), [financial conflict of interest in research](#), and [grants and contracts administration](#).

Application Review Date

The First Review Date for this job is: April 15, 2024

Responsibilities

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- Apply advanced professional training and development skills to resolve highly complex training issues and needs assessment to ensure effectiveness of current and new training initiatives.
- Advise campus administration on training needs and makes recommendations to address specific training needs of the Berkeley campus research community.
- Provide education and training in Responsible and Ethical Conduct of Research (RECR) subject matter areas through the development and delivery of face-to-face training, online educational materials, printed materials, and other techniques/methods as appropriate.
- Develop and implement strategies for the Responsible Conduct of Research education program including a faculty-umbrella training program and an umbrella RECR introduction for students and trainees.
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- Partner with academic unit leadership, leadership of the Vice Chancellor for Research Office, and the Graduate Division to ensure alignment with training objectives.
- Exercise independent judgment in selecting methods and techniques for performance improvement.
- Prioritize own work assignments, conduct extremely complex and varied analysis of issues or concepts, and develop resulting recommendations.
- Develop and oversee monitoring activities to ensure compliance with sponsor requirements in RECR.
- Keep apprised of federal educational requirements and external resources for education in Research Ethics and Integrity and adjust training materials as needed to meet these obligations.
- Enhance the overall faculty experience with research compliance education.
- Identify opportunities to improve compliance training and support resources.
- Using a variety of methods, conduct outreach to promote all program activities.
- Develop participant tracking system and provide reports on program completion in accordance with UC policy and federal regulations.
- Stay current with ongoing changes to UC Berkeley's research policies and external regulations.
- Incorporate updates in a timely manner into training and outreach to faculty and key personnel on federally sponsored projects.
- Review offerings and instructional documentation on an ongoing basis to ensure the topics and content remain relevant to campus-wide faculty and trainees.
- Evaluate, direct, and oversee the strategic design, process improvement, and implementation of relevant tools and learning opportunities and ensure campus-wide understanding of the required uses of systems by leveraging knowledge of sponsored projects lifecycle, research policies, business processes, best practices, and administrative systems.

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Required Qualifications

- Advanced analytical skills to conduct analysis and develop recommendations.
- Demonstrated organization and problem-solving skills.
- Advanced knowledge of functional area and advanced understanding of how work impacts other areas in human resources and the organization.
- Advanced knowledge of training and delivery methodologies, organizational diagnosis, organization and business strategies.
- Advanced verbal, written and interpersonal communication skills and advanced presentation skills.
- Advanced knowledge of organizational policies and procedures.
- Advanced skills in planning, resourcing and monitoring effective training delivery.
- Advanced knowledge of training and development, performance management and workplace learning.
- Ability to apply knowledge to achieve successful organizational outcomes.

Education/Training:

- Experience or eligibility for teaching at the post-graduate level or providing ongoing professional development training.
- Bachelor's degree in related area and / or equivalent experience / training.
- Terminal degree to meet UC Berkeley Committee on Courses of Instruction (COCI) requirements.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

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The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$85,800.00 - \$158,200.00

- This is a 100%, full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.

How to Apply

To apply, please submit your resume and cover letter.

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, please see [the U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

To apply, visit

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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