

Posting Preview

Job Requisition

Requisition Number:	03017120
Recruitment Open To:	UCD/UCDHS Employees and General Public
For Full Consideration Apply By:	08-19-2016
Closing Date:	
Position:	CONTRACTS AND GRANTS OFFICER/NEGOTIATION TEAM
Payroll Title	ANALYST V
Number of Positions:	Multiple
Salary:	\$4,741.67 - \$8,533.33/Mo.
Appointment Type:	Career
Appointment Description:	100% Fixed; Monday - Friday; 8:00am to 5:00pm
Overtime Eligible: (FLSA)	Exempt
Union/HEERA Representation:	
Department:	OVCR - SPONSORED PROGRAMS - 061821
Department Description:	<p>The Office of Research has overall responsibility for promotion of scholarship and management of research funding for the campus. This office manages extramural financial support, furthers research relationships with government and industry, and assists faculty in development of their scholarly research. The major components of Office of Research include: Sponsored Programs, IRB Administration, Technology and Industry Alliance, and Research Compliance.</p> <p>The Sponsored Programs Office is comprised of Contracts and Grants (Proposals Team, Awards Team, Negotiation Team, Subawards Team) and Electronic Research Administration (ERA). Contracts and Grants has primary responsibility to provide administrative review of proposals and, on behalf of the Regents, submit proposals and negotiate awards for research at UC Davis. Under the general direction of the Director of Sponsored Programs, members of the office work with faculty and staff from a specific school or college to develop and review proposals prior to submission to sponsors; negotiates research agreements with sponsors; assists faculty in developing proposals and negotiating a portion of the resulting contracts and grants.</p>
Location:	Davis
Position Details	
	<p>Under general direction of the Executive Director of Research Administration, as a Senior Contracts and Grants Officer member of the Sponsored Programs Negotiation Team, work with faculty, other researchers, and their departmental support from all UC Davis colleges/Schools, including School of Medicine, to review and negotiate complex extramurally supported sponsored research agreements with</p>

Job Summary:	<p>the legal representatives of sponsors.</p> <p>Responsible for extensive high level/complex negotiations, with representatives of corporate sponsors, typically corporate and/or patent attorneys; lead and train Contracts & Grants Analysts, at varying levels, in the art and science of complex research contract negotiation. Represent the Sponsored Programs Office at workshops and seminars to inform and explain/discuss campus policies and procedures governing the responsibilities of Sponsored Programs.</p>
Physical Demands:	Sit at computer and view monitor/display screen for extended periods of time.
Work Environment:	<p>Work flexible schedule including evenings and weekends to meet operational needs.</p> <p>UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space.</p>
Qualifications	
Minimum Qualifications:	<p>Extensive experience negotiating complex research agreement in a major institution of higher education.</p> <p>Experience drafting, reviewing, editing and analyzing various types of agreements, legal correspondence and other written documents.</p> <p>Experience interpreting, communicating and applying terms and conditions of various sponsor's, federal, and state guidelines, policies and practices.</p> <p>Experience interpreting, communicating and applying principles, policies and procedures governing research and intellectual property.</p> <p>Research administration experience including preparation, review, and submission of proposals for contracts or grants; or preparation, review, and negotiation of research agreements.</p> <p>Experience collecting, analyzing and summarizing data related to projects, workload and subordinate and unit performance.</p> <p>Experience presenting complex technical and legal material to non-technical persons.</p>
Preferred Qualifications:	<p>Experience interpreting, communicating and applying terms and conditions of various university guidelines, policies and practices.</p> <p>Knowledge of legal, medical and scientific terminology.</p> <p>Experience with for-profit and non-profit business contracting and funding practices and concerns, including knowledge of available databases and intellectual property issues.</p> <p>Knowledge of philanthropy practices and private sector business practices sufficient to make decisions for gift acceptance.</p> <p>Planning, time management and organizational skills.</p> <p>Problem solving, conflict management and team building skills.</p> <p>Interpersonal, customer service and communication skills.</p> <p>Experience using word processing, spreadsheet and internet software.</p>

Search Category:	All Jobs
Background Check:	Yes