

## Posting Preview

Job Requisition	
Requisition Number:	03019047
Recruitment Open To:	UCD/UCDHS Employees and General Public
For Full Consideration Apply By:	05-19-2017
Closing Date:	
Position:	CONTRACTS & GRANTS ANALYST - NEGOTIATION TEAM
Payroll Title	ANALYST III
Number of Positions:	Multiple
Salary:	\$3,908.33 -\$ 7,041.67/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
<b>Position Details</b>	
Job Summary:	Under direction of the Executive Director of Research Administration, as member of the Sponsored Programs Negotiation Team, work with faculty, other researcher, and their departmental support from all UC Davis colleges/schools, including School of Medicine to review and negotiate confidentiality agreements, from moderately complex to complex research agreements with sponsors, including projects typically

	<p>involving moderate level negotiations with representatives of corporate sponsors.</p> <p>Provide support to Senior Contracts and Grants Officers of the Team with respect to review of certain moderately complex and complex research agreements.</p>
Physical Demands:	
Work Environment:	
<b>Qualifications</b>	
Minimum Qualifications:	<p>Experience negotiating moderately complex and 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, state, and University guidelines, policies, and procedures governing research including but not limited to intellectual property.</p> <p>Experience presenting complex technical and legal material to non-technical persons.</p> <p>Experience drafting, reviewing, editing and analyzing various types of research administration agreements, legal correspondence and other written documents.</p> <p>Skill using Microsoft suite of products (including but not limited to Word, Excel, and PowerPoint), and Internet Explorer.</p> <p>Communication skills to build constructive and effective relationships with all types of people.</p> <p>Extensive knowledge of multiple sponsor's terms and conditions and advanced skills to interpret and apply complex sponsor requirements.</p>
Preferred Qualifications:	<p>Knowledge and skills to apply UC and UCD policies and procedures, and extensive knowledge of UC principles governing research and intellectual property.</p> <p>Knowledge of University patent policy and its variations as related to agreements sufficient to discuss with faculty, staff and sponsor representatives.</p> <p>Knowledge of legal, medical and scientific terminology.</p> <p>Experience with for-profit and non-profit business contracting and funding practices and interests.</p> <p>Problem-solving and analytical skills to use logic to solve difficult problems with effective solutions.</p> <p>Organizational and time management skills.</p>
Search Category:	All Jobs
Background Check:	Yes