

Posting Preview

Job Requisition	
Requisition Number:	03018732
Recruitment Open To:	UCD/UCDHS Employees and General Public
For Full Consideration Apply By:	04-10-2017
Closing Date:	
Position:	SPONSORED PROGRAMS ELECTRONIC RESEARCH ADMINISTRATION ANALYST
Payroll Title	ANALYST III
Number of Positions:	1
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
Position Details	
	<p>Under direction of an Associate Director in Sponsored Programs (SPO), serve as a campus-wide subject matter expert for electronic research administration (eRA) systems.</p> <p>Manage the electronic campus accounts for submissions, including Grants.gov, NSF Fastlane, UC systems and other public and private</p>

Job Summary:	<p>systems required by sponsors for grant application submission, within project actions and closeout. Monitor changes to existing systems and establish UC Davis access to new eRA systems. Manage the security roles for SPO employees using eRA systems as Authorized Organizational Representative (AOR).</p> <p>Serve as primary point of contact from UC Davis for establishing new sponsor codes from UCOP. Support SPO, Innovation Access, Health System Contracts, Graduate Studies and other UC Davis administrative offices in securing sponsor codes from UCOP. Maintain sponsor/sub awardee database in the SPO administrative system. Coordinate with OR IT personnel to ensure sponsor code data are correct and complete in quarterly reporting to UCOP.</p> <p>Support SPO in implementing, using, maintaining and updating the necessary electronic research administration system to support UCD sponsored activities.</p>
Physical Demands:	Work at a computer terminal 6-8 hours a day.
Work Environment:	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.
Qualifications	
Minimum Qualifications:	<ul style="list-style-type: none"> -Extensive experience in research administration at an educational institution including the creation of proposals, review and submission of proposals to extramural sponsors, and award and subaward processing. -Experience with eRA systems including NSF Fastlane and Grants.gov. -Interpersonal, customer service and communication skills to foster a collaborative team environment; to build constructive and effective relationships with all types of people; and to provide excellent customer service; . -Organizational and time management skills. -Problem-solving and analytical skills to use logic to solve difficult problems with effective solutions. -Experience collecting, analyzing and summarizing data related to projects. -Skill using Microsoft suite of products (including but not limited to Word, Excel, and PowerPoint), and Internet Explorer.
Preferred Qualifications:	<ul style="list-style-type: none"> -Extensive knowledge of multiple sponsors' eRA systems. -Extensive knowledge of UC principles governing research and intellectual property.
Search Category:	All Jobs
Background Check:	Yes