

## Posting Preview

Job Requisition	
Requisition Number:	03020705
Recruitment Open To:	UCD/UCDHS Employees and General Public
For Full Consideration Apply By:	01-29-2018
Closing Date:	
Position:	RESEARCH DEVELOPMENT ANALYST
Payroll Title	WRITER EDITOR 4
Number of Positions:	1
Salary:	\$5,466.67 - \$11,183.33/MO
Appointment Type:	Career
Appointment Description:	100% Fixed; Monday - Friday; 8:00am to 5:00pm
Overtime Eligible: (FLSA)	Exempt
Union/HEERA Representation:	
Department:	INTERDISCIPLINARY RESEARCH SUP - 061798
Department Description:	<p>The Office of Research (OR) is charged with advancing the research mission of the campus, which includes services and resources that enhance research and other creative endeavors, relationships with government and industry, policy compliance, and oversight of an infrastructure of organized research.</p> <p>The Interdisciplinary Research Support (IRS) unit coordinates the development and preparation of interdisciplinary research activities at UC Davis, and serves as a key partner to faculty in the pursuit of major collaborative research initiatives that take shape at the frontiers and intersections of academic disciplines. The IRS team is dedicated to serving faculty investigators through the entire proposal process: aiding the development of research, education, and outreach aims and programs; creating budgets and justifications; providing high-level and detailed editing; facilitating internal and external submissions processes; and advising on internal and sponsor policy. In addition, the IRS team connects Principal Investigators to other researchers and resources, both on and off campus, that add value to the research effort as a whole and increase the breadth and impact of research at UC Davis.</p>
Location:	Davis
<b>Position Details</b>	
	<p>Under direction of the Director of Interdisciplinary Research Support, the Research Development Analyst will independently develop programs to help establish a culture of grantsmanship at UC Davis and directly assist researchers in developing their proposals to extramural sponsors.</p> <p>Analyze the needs of the campus community - researchers,</p>

<p>Job Summary:</p>	<p>administration and leadership - to determine activities to increase the competitiveness of UCD in obtaining extramural funding. Develop and implement activities with the highest probability of impact including, but are not limited to: organizing a network of grant writing specialists across campus; analyzing research funding trends at UC Davis and nationwide to inform campus researchers and executives about strategies for proposal success; researching and developing materials and information about strategies for successful grantsmanship; and providing mechanisms to disseminate critical information campus-wide or to select audiences via various outlets such as the web, in-person presentations, workshops, email, etc.</p> <p>Assist individuals or small teams of researchers in proposal development. Work directly with faculty to develop checklists and timelines; to provide templates, samples and boilerplate material; to review drafts of proposals for content and flow of logic; and to assist with interpreting sponsor and university guidelines. Develop suites of materials to aid in grantsmanship and disseminate those materials to the research community as appropriate.</p>
<p>Physical Demands:</p>	<p>Work at computer for extended periods of time (6-8 hrs. per day)</p> <p>Work in an area where there is constant traffic and noise from office machines, telephones, and conversations.</p> <p>Move/manipulate supplies and equipment of various weights (up to 25lbs) using a cart and/or hand truck.</p>
<p>Work Environment:</p>	<p>Work flexible schedule, occasional varied lunch hour evenings/nights, weekends and holidays, usually on short notice 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>
<p><b>Qualifications</b></p>	
<p>Minimum Qualifications:</p>	<p>Knowledge of research development and administration, specifically elements that lead to the successful preparation of university-led contract and grant proposals to federal, state, and private organizations.</p> <p>Experience in communication, training and development including web-based communication and designing and conducting workshops.</p> <p>Critical thinking skills to learn new information, determine best practices, and identify client needs to respond to issues with minimal supervision.</p> <p>Analytical skills to research, compile, organize and analyze information to make recommendations based on trends, successes, and failures.</p> <p>Experience writing, editing and proofreading technical documents, especially those involving scientific and medical terminology.</p> <p>Analytical skills to understand and evaluate comprehensive and technical material in various scientific subject areas and comprehend the flow of logic in manuscripts.</p> <p>Experience organizing, developing, and writing successful complex research grant proposals including working with faculty from different departments and disciplines.</p> <p>Analytical skills to evaluate requests for proposals and other sponsor-</p>

	<p>provided materials to determine critical components, interpret the merit review criteria, and provide guidance for preparing applications.</p> <p>Interpersonal and communication skills to create and maintain professional collaborative working relationships with constituents from diverse cultural backgrounds and perspectives.</p> <p>Organizational skills to work with changing priorities, demanding workload, and multiple simultaneous deadline-driven projects.</p> <p>Experience developing and maintaining relational databases for data management and analysis.</p> <p>Computer knowledge and skills to utilize various programs and software for word-processing, spreadsheets and website applications.</p>
Preferred Qualifications:	<p>Experience with UC and UC Davis organization, units, resources and facilities, and principles governing research.</p> <p>Writing, editing and proofreading skills to write, prepare and/or present a variety of correspondence, reports and informational documents to a diverse constituency.</p> <p>Experience developing budgets for university-based grant proposals.</p> <p>Leadership experience to establish and maintain cooperative working relationships among individuals, in high-stress, deadline-driven situations.</p> <p>Knowledge and understanding of basic science, translational, and clinical research methods and requirements.</p>
Search Category:	
Background Check:	Yes