Posting Preview

Job Requisition

Requisition Number:	03019347
Recruitment Open To:	UCD/UCDHS Employees and General Public
For Full Consideration Apply By:	07-07-2017
Closing Date:	
Position:	RCFP PROGRAM MANAGER
Payroll Title	ANALYST IV
Number of Positions:	1
Salary:	$4,316.67 - $8,008.33/MO
Appointment Type:	Contract
Appointment Description:	100% Fixed; Monday - Friday; 8:00am to 5:00pm
Overtime Eligible: (FLSA)	Exempt
Union/HEERA Representation:	
Department:	VICE CHANCELLOR - RESEARCH - 061800
Department Description:	The Research Core Facilities Program is an Office of Research unit developed to enable researchers at UC Davis to have access to state-of-the-art technology and expertise for their scientific research, to streamline the core facility administration while improving accountability and transparency and reducing redundancy and providing training opportunities for faculty graduate students and staff. Development of coordinated, centralized programs requires considerable use of change management tools and skills.
Location:	Davis

Position Details

Job Summary:	Under general direction of the Executive Director (ED) for Research Core Facilities Program (RCFP), manage, analyze and administer multiple programs within the newly created RCFP. Collaborate with core Faculty Directors and staff to understand the research and core business processes that support academic research. Monitor compliance and progress of individual projects, provide support to project leads in achieving project goals, including administrative and operational problem-solving and facilitating the development of research initiatives and partnerships across campus and with other universities, national labs, educational and public institutions and industry (domestic and international). Develop program communications strategy and content, write reports to assess overall program, organize meetings, workshops and technology-focused seminar series.

	THIS CONTRACT APPOINTMENT WILL END TWO YEARS FROM THE DATE OF HIRE WITH THE POSSIBILITY OF EXTENSION OR BECOMING CAREER.
Physical Demands:	Sit for extended periods of time.
Work Environment:	Work occasional overtime to meet operational needs. 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:	Bachelor's degree in sciences or engineering or equivalent experience commensurate to comprehend and communicate complex scientific research projects. Analytical and decision making skills to anticipate, assess and resolve potential administrative or operational problems. Scientific or technical writing skills to produce professional reports, correspondence and presentations and to present technical material concisely and clearly to diverse groups and individuals. Research administration experience and/or familiarity with various research funding sources. Leadership and networking skills to identify and collaborate effectively with the appropriate faculty, scientific and administrative personnel in the development and cultivation of the program. Interpersonal skills to interact in a professional manner with individuals and groups at various organizational levels. Written and oral communication skills, including translating technical material to diverse groups and individuals both on and off campus. Financial skills to review expenditures and monitor project balances. Experience interpreting, monitoring or applying policies and regulations. Experience effectively managing multiple, simultaneous projects with overlapping deadlines with a high level of independence. Computer skills with word processing, spreadsheet, database, flowchart and presentation software and conducting internet research.
Preferred Qualifications:	Advanced degree in sciences or engineering or equivalent research experience. Experience working in a complex research setting, university, national laboratory, industry or funding agency with faculty and administrators from a variety of disciplines and backgrounds. Knowledge of University organization, policies, procedure and practices. Skills to monitor issues of university policy and compliance as it pertains to research. Experience planning meetings or workshops. Knowledge of space planning and acquisition and/or developing major and minor capital improvement budgets and design plans.

	Experience using SmartSite and/or SharePoint or similar programs; advanced proficiency in standard desktop software.
Search Category:	All Jobs
Background Check:	No