

Posting Preview

Job Requisition	
Requisition Number:	03018350
Recruitment Open To:	UCD/UCDHS Employees and General Public
For Full Consideration Apply By:	02-15-2017
Closing Date:	
Position:	RESEARCH DEVELOPMENT COORDINATOR
Payroll Title	ANALYST I
Number of Positions:	1
Salary:	\$19.95 - \$31.92/HR
Appointment Type:	Career
Appointment Description:	100% Fixed; Monday - Friday; 8:00am to 5:00pm
Overtime Eligible: (FLSA)	Non-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 of the Office of Research coordinates the preparation of major extramurally funded grant proposals for large-scale, interdisciplinary research programs. The IRS works on grants and contracts that typically involve multiple schools, colleges, divisions, or institutions to support new research units, programs, or centers at UC Davis. The IRS works through the principal investigator to: assist the research team to develop a schedule for preparation of the grants or contracts; identify the components required in the application; develop an outline for the intellectual content of the application; coordinate the assembly of contributions from the participating researchers; review drafts for consistency of style and content, clarity, and responsiveness to the requirements of the funding agency; edit and proofread the application; prepare the proposal budget, including justifications of budget elements; prepare funding agency "boilerplates"; collect and edit biographical sketches and internal documents for the participating researchers; and assemble the complete applications.</p>
Location:	Davis
Position Details	
	Under direction of the Director of Interdisciplinary Research Support, the Research Development Coordinator will coordinate and provide essential

<p>Job Summary:</p>	<p>services to support the activities and programmatic needs of the IRS team in its mission to support UC Davis researchers in the development of grant and contract proposals for extramural funding. Provide analytical support to the IRS team, including the Limited Submissions program, on matters that are critical, time sensitive and/or complex in nature and require a high level of autonomy, diplomacy, and initiative in implementation and delivery.</p> <p>Responsible for a wide range of business functions including managing the confidential and complex calendar for the IRS Program and IRS projects; developing internal forms and outreach material; identifying opportunities for streamlining and standardizing processes, providing recommendations and working with the Director and/or team members to implement improvements.</p> <p>The Research Development Coordinator will conduct research for budgetary analysis, independently coordinate and schedule complex meetings with grant-writing teams and coordinate campus-wide events on grantsmanship and funding opportunities, organize review committees for limited submissions programs, determine review assignments for faculty reviewers, communicate limited submissions review results, collect and format supporting documents for grant proposals, maintain electronic and paper files, update electronic libraries of grant proposal resources, update elements of the website using a content management system, and coordinate team communications.</p>
<p>Physical Demands:</p>	<ul style="list-style-type: none"> -Work at computer for extended periods of time (6-8 hrs. per day). -Work in an area where there is constant traffic and noise from office machines, telephones, and conversations. -Move/manipulate supplies and equipment of various weights (up to 25lbs) using a cart and/or hand truck.
<p>Work Environment:</p>	<ul style="list-style-type: none"> -Work flexible schedule and occasional overtime including varied lunch hour evenings/nights, weekends and holidays, usually on short notice 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.
<p>Qualifications</p>	
<p>Minimum Qualifications:</p>	<ul style="list-style-type: none"> -Experience providing analytical support in a high-volume, time-sensitive, professional environment. -Experience researching and analyzing data, summarizing information, making recommendations and generating reports. -Experience planning, coordinating, and implementing workshops, symposia, or other events. -Knowledge of the structure and content of federal grant and contract requests for proposals. -Experience with electronic calendaring systems, scheduling, and organizing large, complex meetings. -Experience with content management web page systems. -Experience using web-based applications (UC Davis SmartSite, Dropbox, Box.com, etc.) for document-sharing, uploading, storing, and organizing documents.

	<p>-Writing and proofreading skills to edit copy for correct grammar, spelling, and punctuation.</p> <p>-Experience with advanced formatting and editing features in Microsoft Word, Excel, Access and PowerPoint, and Adobe Acrobat Professional.</p> <p>-Interpersonal communication skills to effectively and professionally communicate in person, in writing, and on the telephone, including writing clear and grammatically accurate documents and emails with constituents from diverse cultural backgrounds and perspectives.</p> <p>-Organizational and time management skills to establish goals, set priorities, and manage deadlines.</p>
Preferred Qualifications:	<p>-Familiarity with the nature and operation of a major research university and with campus-wide offices, administrative contacts, organizational structure, and resources.</p> <p>-Skills to exercise good judgment and sensitivity with regard to people and policy and to identify and manage sensitive/confidential work duties with discretion.</p> <p>-Experience of research administration, including reviewing and interpreting federal grant and contract guidelines.</p> <p>-Skills to understand and use scientific terminology.</p> <p>-Critical thinking skills to quickly learn new information and procedures and identify client needs and understand how to address them with minimal supervision.</p>
Search Category:	All Jobs
Background Check:	Yes