

Position Summary

Employee Details

Employee First Name:

Employee Last Name:

Employee ID:

Classification

Payroll Title: ANALYST IV

Payroll Title Code: 7237

Job Group: B07

Overtime Eligible:
(FLSA) Exempt

Employee Relations Unit:
(Bargaining Unit) 99

Representation: Uncovered

Salary Grade: 4

Position Description

Position Number:
(Assigned when added to Library) 02017031

Dept: CORPORATE RELATIONS - 061026

Position: SENIOR ANALYST, CORPORATE PARTNERSHIPS

HEERA/Union Representation: This position is not represented by a collective bargaining unit

IMMEDIATE SUPERVISOR

Supervisor Name: Mona Ellerbrock

Supervisor Payroll Title: Director, Corporate Relations

Supervisor Phone Number: 530-754-4102

POSITION DETAILS

Job Summary: Under direction of the Director of Corporate Relations, and in coordination with the Manager, identify research capabilities, expertise and competitive advantages on the UC Davis campus conducive to generating significant and strategic corporate partnerships.

Work with various industry segments that match UC Davis strengths, such as the biopharmaceutical, food/nutrition and life science sectors, collecting and analyzing data in support of strategy development for potential corporate partners.

Interact and engage directly with industry partners to share information and coordinate strategic campus visits. Facilitate regular communication between academic and administrative units across the campus, campus leadership, and external constituents to advance the goals of the Technology Management and Corporate Relations unit within the Office of Research.

Campus Job Scope:

The Office of Corporate Relations is a companion unit to InnovationAccess, the UC Davis technology transfer unit, and the new unit Venture Catalyst, which is focused on facilitating the development and success of new ventures based on campus research and university intellectual property.

Department Specific Job Scope:

These three units constitute Technology Management and Corporate Relations within the Office of Research. OCR drives campus success by: 1) integrating assets of the campus into discussions with industry that result in increased sponsored research contracts, and technology transfer interactions, 2) staying current on industry directions and needs and company activities for OR decision making, 3) servicing both internal units within OR and across campus with expertise, data, coordination, facilitation and tracking for outcome-driven partnerships, 4) serving as a portal for new industry engagement opportunities and problem-solving issues involving existing industry partnerships, and 5) proactive education and outreach on best practices for improved university-industry interactions.

Positions Supervised:

NA

Essential Responsibilities:

40% RESEARCH AND ANALYTICS IN SUPPORT OF STRATEGY

- Conduct research and data analysis by pulling data from multiple information sources (including business contracts, sponsored research, IP interactions and gift databases) to facilitate a broad understanding of the past, present and future potential relationship with an industry partner.
- Effectively translate data and information into presentations, reports and/or summaries to be shared with campus leadership, other units, and external stakeholders.
- Interact closely with other campus units including InnovationAccess, Venture Catalyst, and University Development to support integrated coordination of partnership activities for 20-30 specific companies.
- Contribute critical analysis to inform strategy development on key companies of interest to campus leadership.
- Integrate data and/or information on key sectors of UC Davis strength as it aligns with corporate interest.
- Identify selected companies whose needs could benefit from the University's competitive strengths.
- Maximize limited office resources to deliver optimal results and work product within the policies of the university.

40% UNIVERSITY-INDUSTRY ENGAGEMENT FACILITATION

- Facilitate and host executive events for target companies looking to engage with leadership, faculty, researchers and/or students in multiple disciplines.
- Maintain regular communication, as appropriate, with corporate partners to facilitate increased engagement and serve as a designated point of contact for inquiries from external constituents.
- Identify and participate in regional opportunities to enhance campus visibility and engage potential corporate partners.
- Other duties as assigned related to the campus' increased efforts to strengthen the effectiveness and efficiencies of industry engagement.

20% CAMPUS COORDINATION

- Establish partnerships with campus academic and administrative units to

leverage existing programs with the potential to increase interactions with industry, which might include providing high level educational, research or business services to the partner in keeping with the university's mission and policies.

- Identify technology of interest to corporate partners and collaborate with intellectual property officers and analysts on the development and analysis of industry outreach materials
- Stay abreast of technology and innovation on campus and within key industry sectors that match the needs of potential licensees and other corporate partners.
- Serve as corporate relations liaison with InnovationAccess in development of materials for complex federal grant proposals and partnerships that demand industry participation.

Physical Demands:

Sit at a computer and view monitor/display screen for extended period of time.

Work occasional evenings/nights and weekends and holidays.

Provide own transportation to travel to off-site meetings and events.

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.

Background Check Required:

This position is a critical position and subject to a background check. Employment is contingent upon successful completion of background investigation including criminal history and identity checks.

Yes

QUALIFICATIONS

Minimum Qualifications:

- Bachelor's degree in sciences or engineering or equivalent experience commensurate with ability to comprehend and communicate complex research projects.
- Experience in research and/or business development in the life sciences or technology based industry.
- Experience strategically researching, analyzing and translating technical data and information into documents and reports to present complex information to facilitate decision making.
- Experience implementing university-industry partnerships spanning multiple disciplines.
- Interpersonal and communication skills to efficiently and effectively communicate and interact with corporate partners, faculty, staff and others.
- Time management and organizational skills to prioritize and coordinate multiple projects with conflicting deadlines and follow tasks to completion in a fast-paced environment.
- Advanced computer skills to prepare word processing documents, create effective and high quality PowerPoint presentations, develop spreadsheets, respond to electronic mail, maintain electronic calendars, and both navigate and utilize the internet effectively in completing tasks.

- Experience using administrative and leadership skills to coordinate with faculty, staff and to function at a high level both independently and as a team player at a complex research university.
- Business acumen to exhibit discretion in professional judgment, take independent action and exercise individual authority based upon level of knowledge and professional experience. Experience working with sensitive and highly confidential information.
- Experience developing effective printed materials and talking points for discussions to promote the industry partnerships and comply with guidelines in federal and state competitive grants, including defining research and technology assets of the university.
- Knowledge of the management of intellectual property and the United State Patent and Trademark Office practices related to technology transfer.

Preferred Qualifications:

- Knowledge of the campus' present and emerging research, thought leadership and scholarship strengths of interest to potential industry partners.
- Experience and knowledge of gift transactions and the differences between sponsored projects with industry and private support.
- Knowledge of business development from private sector perspective.
- Graduate degree in the sciences, engineering, or business field.

SIGNATURES

Employee

I have read this position description and understand its contents.

Date

Supervisor

This position description accurately describes the essential responsibilities assigned to this position..

Date

Department Head

This position description accurately describes the essential responsibilities assigned to this position..

Date