### Posting Preview

#### Job Requisition

<table>
<thead>
<tr>
<th>Requisition Number:</th>
<th>03019245</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruitment Open To:</td>
<td>UCD/UCDHS Employees and General Public</td>
</tr>
<tr>
<td>For Full Consideration Apply By:</td>
<td>06-29-2017</td>
</tr>
<tr>
<td>Closing Date:</td>
<td></td>
</tr>
<tr>
<td>Position:</td>
<td>SENIOR MATERIAL TRANSFER AGREEMENT ANALYST</td>
</tr>
<tr>
<td>Payroll Title:</td>
<td>ANALYST IV</td>
</tr>
<tr>
<td>Number of Positions:</td>
<td>1</td>
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<tr>
<td>Salary:</td>
<td>$4,316.67 - $7,766.67/MO.</td>
</tr>
<tr>
<td>Appointment Type:</td>
<td>Career</td>
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<tr>
<td>Appointment Description:</td>
<td>100% Fixed; Monday - Friday; 8:00am to 5:00pm</td>
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<tr>
<td>Overtime Eligible:</td>
<td>Exempt</td>
</tr>
<tr>
<td>Department:</td>
<td>TECHNOLOGY TRANSFER CENTER - 061801</td>
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**Department Description:**

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.

OR’s responsibilities and objectives are achieved under the overall leadership of the Vice Chancellor for Research through three units which work collaboratively with each other: 1) Research Administration, 2) Technology Management and Corporate Relations (TMCR) and 3) Interdisciplinary Research and Strategic Initiatives (IRSI). The Office of Research oversees over 22 organized research units, special research programs and projects, and central facilities with approximately 1,119 employees, $114 million in annual expenditures across multiple fund sources, and annual recharge income activity of $22 million. Office of Research also administers the campus’ research support programs of approximately $2.7 million annually. The central administration units of OR (Business and Finance, Human Resources, InnovationAccess, Institutional Review Board, Interdisciplinary Research Support, Marketing and Communications, OR Technology, Office of Corporate Relations, Research Compliance and Integrity and Sponsored Programs) are comprised of approximately 127 employees.

InnovationAccess is a unit of Technology Management and Corporate Relations (TMCR). The goal of TMCR at UC Davis is to help transform today’s research and development into tomorrow’s successful businesses, ensuring that nascent technologies emerging from campus research will be the seed for tomorrow’s successful products, services and economic development. InnovationAccess provides services that connect research to the marketplace and is focused specifically on...
**Location:** Davis

**Position Details**

**Job Summary:**
Under general supervision of the Senior Intellectual Property Officer, analyze, draft, negotiate and prepare for signature complex tangible material transfer (MTAs), data use (DUAs), confidentiality (CDAs) and related intellectual property (IP) agreements.

Communicate extensively with a wide range of individuals including faculty, staff and students at UCD and other researcher institutions, contracting officers and attorneys at other entities, both locally and internationally, on MTAs, DUAs, CDAs, and related laws, regulations, principles, policies, and guidelines including confidentiality, copyright, liability, licensing, publication and other IP issues germane to a public research university.

Develop and oversee the contracting processes and agreements for high volume transfer programs. Create and update educational and outreach materials to assist with or make presentations throughout the campus. Train and mentor other MTA Analysts.

**Physical Demands:**
Sit at a computer terminal for extended periods of time.

**Work Environment:**
- Work in an area where there is constant traffic and noise from office machines, telephones, and conversations.
- Work flexible schedule including evenings and weekends to meet assigned responsibilities.

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:**
- Experience analyzing, drafting, and preparing for signature increasingly complex tangible research material transfer agreements (MTAs), data use agreements (DUAs), confidentiality agreements (CDAs), and related intellectual property (IP) agreements and documents under general oversight of the Senior Intellectual Property Officer.

- Experience negotiating with others with a view to reaching an agreement.

- Skills to apply state, federal and international laws and regulations related to materials, data, confidentiality, copyright, liability, licensing and publication, and principles, policies and guidelines related to public research universities.

- Skills to communicate with university faculty, staff and students, and outside attorneys, paralegals, researchers and administrators (who may be in other countries) relating to MTAs, DUAs, CDAs and related IP agreements and documents.

- Knowledge of basic scientific terminology related to a diverse research university.

- Organizational, analytical and problem solving skills to working independently on complex and multiple analytical projects, to prioritize tasks, anticipate problems, and meet deadlines.
- Experience with Microsoft Outlook, Word, Access, Excel and Adobe pdfs.

- Skills to perform research, find and compile data from a variety of reference/resource materials pertaining to MTAs, DUAs, CDAs, and related IP in general.

- Skills to train and mentor other team members.

- Knowledge of University of California policies and practices.

- Experience applying state, federal and international laws and regulations related to materials, data, confidentiality, copyright, liability, licensing and publication; and principles, policies and guidelines related to public research universities.

- Experience communicating with university faculty, staff and students, and outside attorneys, paralegals, researchers and administrators (who may be in other countries) relating to MTAs, DUAs, CDAs and related IP agreements and documents.

- Experience with basic scientific terminology related to a diverse research university.

- Experience prioritizing tasks, anticipating problems, working on multiple projects and meeting deadlines both independently and in teams in a high-volume environment.

- Experience performing research, finding and compiling data from a variety of reference/resource materials pertaining to MTAs, DUAs, CDAs, and IP in general, including licensing.

- Experience training and mentoring team members.

- Experience with University of California policies and practices.

- Bachelor degree in a scientific discipline or equivalent experience.

**Preferred Qualifications:**

**Search Category:** All Jobs

**Background Check:** Yes