

Posting Preview

Job Requisition	
Requisition Number:	03017695
Recruitment Open To:	UCD/UCDHS Employees and General Public
For Full Consideration Apply By:	10-21-2016
Closing Date:	
Position:	TEAM LEADER - SPONSORED PROGRAMS
Payroll Title	ANALYST V-SUPERVISOR
Number of Positions:	1-2
Salary:	\$4,741.67 - \$8,533.33/Mo.
Appointment Type:	Career
Appointment Description:	100% Fixed; Monday - Friday; 8:00am to 5:00pm
Overtime Eligible: (FLSA)	Exempt
Union/HEERA Representation:	
Department:	OVCR - SPONSORED PROGRAMS - 061821
Department Description:	<p>The Office of Research has overall responsibility for promotion of scholarship and management of research funding for the campus. This office manages extramural financial support, furthers research relationships with government and industry, and assists faculty in development of their scholarly research. The major components of Office of Research include: Sponsored Programs, IRB Administration, Technology and Industry Alliance, and Research Compliance.</p> <p>The Sponsored Programs Office is comprised of Contracts and Grants (Proposals Team, Awards Team, Negotiation Team, Subawards Team) and Electronic Research Administration (ERA). Contracts and Grants has primary responsibility to provide administrative review of proposals and, on behalf of the Regents, submit proposals and negotiate awards for research at UC Davis. Under the general direction of the Director of Sponsored Programs, members of the office work with faculty and staff from a specific school or college to develop and review proposals prior to submission to sponsors; negotiates research agreements with sponsors; assists faculty in developing proposals and negotiating a portion of the resulting contracts and grants.</p>
Location:	Davis
Position Details	
Job Summary:	Under direction of the Associate Director of Sponsored Programs, work with faculty and staff from a specific set of schools and/or colleges to review research contracts and grant proposals prior to submission to sponsors; negotiate research agreements with sponsors; supervise, lead and train a team of Contracts & Grants Analysts. Represent the Sponsored Programs Office at workshops and seminars to inform and

	explain/discuss campus policies and procedures governing the responsibilities of Sponsored Programs.
Physical Demands:	
Work Environment:	<p>Work varied schedule 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>
Qualifications	
Minimum Qualifications:	<p>Research administration experience, and specifically preparation, review, and submission of proposals for contracts or grants, or preparation, review, and negotiation of research agreements.</p> <p>Supervisory skills to recruit, train, monitor and evaluate the work of others.</p> <p>Skills to build and maintain a cohesive, productive and effective team.</p> <p>Experience to collect, analyze and summarize data related to projects, workload and subordinate and unit performance.</p> <p>Experience conducting complex negotiations.</p> <p>Experience presenting complex technical and legal material to non-technical persons.</p> <p>Experience drafting, reviewing, editing and analyzing various types of agreements, legal correspondence and other written documents.</p>
Preferred Qualifications:	<p>Experience interpreting, communicating and applying terms and conditions of various sponsor's, federal, and state guidelines, policies and practices.</p> <p>Experience interpreting, communicating and applying principles, policies and procedures governing research and intellectual property.</p> <p>Experience serving internal and external customers.</p> <p>Experience interpreting, communicating and applying terms and conditions of various university guidelines, policies and practices.</p> <p>Knowledge of legal, medical and scientific terminology.</p> <p>Experience with for-profit and non-profit business contracting and funding practices and concerns, including knowledge of available databases and intellectual property issues.</p> <p>Knowledge of philanthropy practices and private sector business practices sufficient to make decisions for gift acceptance.</p> <p>Planning, time management, and organizational skills.</p> <p>Experience using word processing, spreadsheet and internet software.</p> <p>Skill to manage conflict.</p>
Search Category:	All Jobs
Background Check:	No