

Posting Preview

Job Requisition

Requisition Number:	03018474
Recruitment Open To:	UCD/UCDHS Employees and General Public
For Full Consideration Apply By:	02-22-2017
Closing Date:	
Position:	CON - PROGRAM COORDINATOR
Payroll Title	ANALYST IV
Number of Positions:	1
Salary:	\$4,316.67 - \$7,766.67/MO.
Appointment Type:	Career
Appointment Description:	100% Fixed, M-F, 8am-5pm. This contract appointment ends 2 years from date of hire with the possibility of extension depending upon funding.
Overtime Eligible: (FLSA)	Exempt
Union/HEERA Representation:	
Department:	VENTURE CATALYST - 061843
Department Description:	As part of the Technology Management & Corporate Relations division in the UC Davis Office of Research, Venture Catalyst facilitates the translation of University research and technology by driving the development of new ventures. Venture Catalyst's primary areas of focus include 1) proof-of-concept funding through the Science Translational & Innovative Research (STAIR) Grant program; 2) a suite of tools, resources, and services for early-stage startups through the Smart Toolkit for Accelerated Research Translation (STARTTM) program; 3) a distributed network of thematically oriented business incubators and innovation centers integrated into the Distributed Research Incubation and Venture Engine (DRIVETM); and 4) economic engagement activities to facilitate connections between startups and the regional innovation and economic development ecosystem.
Location:	Davis
Position Details	
Job Summary:	Under general supervision of the Executive Director of UC Davis Venture Catalyst and in coordination with the Executive Director for Budget & Finance, coordinate allocation and deployment of resources, programs and services related to AB 2664 University of California Innovation & Entrepreneurship Expansion funding received from the State of California. Conduct outreach to internal and external program partners, develop, track and report on program metrics, assist with basic financial analysis, and prepare reports and other communications demonstrating accomplishments and outcomes associated with programs enabled by

	<p>AB-2664 Innovation & Entrepreneurship Expansion funding.</p> <p>THIS CONTRACT APPOINTMENT ENDS 2 YEARS FROM THE DATE OF HIRE WITH THE POSSIBILITY OF EXTENSION.</p>
Physical Demands:	Sit for extended periods of time at a computer.
Work Environment:	<p>Provide own transportation to off-site events and meetings.</p> <p>Work flexible schedule including occasional evenings/nights and weekends to accommodate Venture Catalyst programs, incubator partners and startup tenants, and AB-2664 implementation partners.</p> <p>Work in a variety of settings including research and development space with laboratory and prototyping equipment.</p> <p>UC Davis is a smoke and tobacco free campus. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) is strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space.</p>
Qualifications	
Minimum Qualifications:	<p>Experience in innovation and entrepreneurship, small business development, economic development, university technology transfer, or an equivalent combination of education and experience</p> <p>Quantitative and analytical skills to track progress and outcomes metrics, develop databases, and prepare reports.</p> <p>Project management skills to design and define a scopes of work and deliverables schedule for the appropriate time frame and needs of the client.</p> <p>Experience in basic financial management, analysis, and reporting for discrete programs.</p> <p>Organizational and time management skills to lead and execute multiple simultaneous projects, set priorities, track progress, meet deadlines and meet performance targets.</p> <p>Experience maintaining a high degree of discretion, integrity and sensitivity to confidentiality and privacy.</p> <p>Computer skills including proficiency with the Microsoft Office Suite, word processing, spreadsheet, database, presentations, electronic mail, and internet.</p>
Preferred Qualifications:	<p>Bachelor's degree in a relevant field, or an equivalent combination of education and experience.</p> <p>Knowledge and experience with University of California policies and rules governing intellectual property, equity, licensing, technology transfer and related conflicts of interest and commitment policies and ethical requirements.</p> <p>Experience working in a technology company startup environment, and an economic development capacity.</p> <p>Working knowledge of UC Davis and community stakeholders involved in innovation and entrepreneurship and economic development.</p> <p>Experience designing and executing partnership cultivation and stewardship strategies.</p>

	Experience with framing and drafting strategic communications.
Search Category:	All Jobs
Background Check:	Yes