

## Posting Preview

### Job Requisition

Requisition Number:	03016495
Recruitment Open To:	UCD/UCDHS Employees and General Public
For Full Consideration Apply By:	06-01-2016
Closing Date:	
Position:	Contracts & Grants Analyst II
Payroll Title	ANALYST II
Number of Positions:	1-3
Salary:	\$21.14 - \$33.82/HR
Appointment Type:	Career
Appointment Description:	100% Fixed; Monday-Friday; 8:00am-5:00pm
Overtime Eligible: (FLSA)	Non-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.</p> <p>One of 2-5 Contracts and Grants Analysts on one of 4 teams. Each team is led by a Contracts and Grants Officer and is assigned to focus on either proposals or awards/subcontracts for a set of schools and/or colleges.</p> <p>Each team will have a focus on either proposals awards /subcontracts. The focus of each team, as well as the team members, may change over time consistent with the change in the business needs of the Sponsored Programs Office.</p>
Location:	Davis
<b>Position Details</b>	
	Under direction of a Contracts and Grants Officer, as part of a team,

Job Summary:	<p>work with faculty and staff from a specific set of schools and/or colleges.</p> <p>Review proposals prior to submission to sponsors; negotiate research agreements with sponsors; assist faculty to develop proposals; and to negotiate a portion of the resulting contracts and grants.</p>
Physical Demands:	
Work Environment:	<p>Work occasional overtime.</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>Knowledge and skills related to research administration including review and submission of proposals for contracts and grants, and preparation and review of research agreements.</p> <p>Experience collecting, analyzing and summarizing data related to projects and obtaining factual clarifications.</p> <p>Experience reviewing, analyzing, and clarifying various types of research administration agreements, legal correspondence and other written documents.</p> <p>Experience presenting technical and legal material to non-technical persons.</p> <p>Skills using Microsoft suite of products (including but not limited to Word, Excel, and PowerPoint), and Internet Explorer.</p>
Preferred Qualifications:	<p>Research Administration experience related to contracts and grants including conducting negotiations.</p> <p>Experience using operational level knowledge to interpret, communicate and apply terms and conditions of various sponsor's, federal, state, and University guidelines, policies, and procedures governing research including but not limited to intellectual property.</p> <p>Organizational and time management skills including priority-setting.</p> <p>Interpersonal and communication skills to build constructive and effective relationships with a diverse population.</p> <p>Experience using knowledge of multiple sponsor's terms and conditions to interpret and apply complex sponsor requirements.</p> <p>Knowledge and operational level skills to apply UC and UCD policies and procedures and UC principles governing research and intellectual property</p> <p>Experience drafting, reviewing, editing and analyzing various types of agreements, legal correspondence and other written documents.</p> <p>Knowledge of legal, medical and scientific terminology.</p> <p>Knowledge and experience with University patent policy and its variations as related to agreements to discuss with faculty, staff and sponsor representatives.</p> <p>Experience working with for-profit and non-profit business contracting</p>

	and funding practices and interests.
Search Category:	All Jobs
Background Check:	No