

Position Description

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Report Run Date	Mar 19 2018 1:28PM
Position Number:	02014709
Dept:	CORPORATE RELATIONS - 061026
Position:	RESEARCH SUPPORT ANALYST
Approved Payroll Title Code:	7398
Approved Payroll Title:	PROJECT/POLICY ANL 3
Approved MSP Salary Grade:	
Approved PSS Salary Grade:	PSS21
POSITION DETAILS	
Job Summary:	<p>Under direction of the Director of Corporate Relations, and in partnership with the Office of Corporate Relations lead, work closely with campus leadership, faculty, administrative units, staff and external constituents to coordinate and support strategic corporate engagement across UC Davis.</p> <p>With significant independence the Research Support Analyst is responsible for generating reports, presentations, collateral materials and company profiles from complex information and datasets, as well as independent primary research where appropriate. Update, support and maintain detailed databases of knowledge related to both corporate and campus partners.</p> <p>Use extremely effective communication to develop unique business and communication materials targeted at specific audiences internal and external to the university within UC policies and guidelines and in the furtherance of TMCR objectives.</p>
Campus Job Scope:	<p>The Office of Corporate Relations (OCR) was established within University Relations in May of 2010, and moved to the Office of Research in April 2011, with the goal to streamline and coordinate corporate industry contacts across the university, and maximize the potential for increased investment from industry in the university. OCR is part of the unit of technology management and corporate relations (TMCR) within the Office of Research, with the primary responsibility for coordinating interactions with industry, which includes but is not limited to requests for licenses, sponsored programs, research collaborations, business contracts, proactive outreach, and collaborative proposals. In January of 2012 a new Associate Vice Chancellor within the Office of Research was hired to lead the new division of Technology Management and Corporate Relations (TMCR), which currently includes OCR and InnovationAccess (Technology Transfer). With these changes OCR now has an increased focus on outcome driven industry partnerships that enhance and expand the research reach of the campus and that may potentially leverage intellectual property developed by campus researchers. In June of 2012, OCR formally began an integrated partnership with University Development, which includes more systematic responsibility for the office in the planning, implementation and coordination of strategic industry partnerships in collaboration with university development leadership and</p>

	officers within the colleges and schools.
Department Specific Job Scope:	The Office of Corporate Relations is a companion unit to InnovationAccess, the UC Davis technology transfer unit, and Venture Catalyst, which is focused on facilitating the development and success of new ventures based on campus research and university intellectual property. 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:	None
Essential Responsibilities:	<p>50% ANALYTICAL RESEARCH AND DATA MANAGEMENT</p> <ul style="list-style-type: none"> -Conduct research with the ability to pull data from multiple information systems, perform complex data analysis and translate data into reports, summaries and presentations to be shared with other campus units. -Coordinate, track and generate reports of corporate engagement data using TMCR's customer relationship management platform, Salesforce -Conduct prospect research on companies who may be strategic targets for the campus and facilitate management of industry contributions to proposal development. -Comprehensively manage data and information regarding internal and external interactions of the OCR team. -Assist in preparing updates and reports for OCR and TMCR in conjunction with academic leadership engaged in developing corporate partnerships on behalf of the campus. <p>30% UNIVERSITY-INDUSTRY ENGAGEMENT</p> <ul style="list-style-type: none"> -Collaborate with and support campus units and initiatives which engage industry partners in accordance with TMCR objectives. -Manage administrative tasks for faculty and campus groups for selected target companies and initiatives chosen for their potential to have long-term impact for the campus across multiple disciplines. -Provide analytical support for external interactions, including between OR senior leadership and industry, and supply briefing documents to enhance discussions. -Assist in the planning, coordination and execution of events for hosting target companies on campus. -Communicate with all constituency groups in a professional and hospitable manner, with knowledge about the mission, functions and services provided by OCR in furtherance of the objectives of TMCR. -Other duties as assigned related to the campus' increased efforts to enhance the effectiveness and efficiency of the university's engagement with industry. <p>20% COMMUNICATIONS and MARKETING</p> <ul style="list-style-type: none"> -Collaborate with OR and campus communication teams to develop and implement strategies to enhance understanding of and access to OCR services, on campus and externally. -Communicate with campus researchers and faculty regarding content development of materials to be shared with industry. -Produce content and collateral materials for communications in support of university-industry initiatives, including reports, brochures, annual

	<p>report content and slide decks.</p> <p>-Manage the OCR website and collaborate closely with other OR staff to ensure that standards and information are consistent.</p> <p>-Adhere to UC Davis policies and guidelines regarding written and graphic communications and media relations.</p>
Physical Demands:	<p>Lift and maneuver materials and supplies weighing up to 25 lbs.</p> <p>Sit at a computer and view monitor/display screen for extended periods of time.</p>
Work Environment:	<p>Work occasional evenings/nights and weekends and holidays.</p> <p>Provide own transportation to travel to off-site meetings and events.</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>
Background Check:	Yes
QUALIFICATIONS	
Minimum Qualifications:	<p>Analytical skills to collect, analyze and summarize data from a variety of sources, and to translate data into reports and presentations.</p> <p>Writing, editing and proofreading skills to produce correspondence that reflect the high standards and professionalism of the department, including preparing information for diverse audiences and purposes.</p> <p>Organizational and time management skills to coordinate many details of multiple projects simultaneously, and to work in a fast-paced environment with constantly shifting priorities.</p> <p>Interpersonal and communication skills to interact and communicate efficiently, effectively and cordially both orally and in writing with both internal and external audiences; manage sensitive or difficult situations diplomatically within the OCR team and across campus.</p> <p>Computer skills to prepare word processing documents, create PowerPoint presentations, develop spreadsheets, establish and maintain databases, respond to electronic mail, maintain electronic calendars, and navigate the internet in completing tasks.</p> <p>Experience coordinating and planning meetings and events; and flexibility in dealing with multiple individuals and competing demands.</p> <p>Experience working with faculty, staff and leadership from a variety of disciplines and skills to function as a team player at a complex research university.</p> <p>Knowledge of industry engagement within a large, institutional setting.</p> <p>Experience with development of marketing materials and website content.</p>
	<p>Bachelor's degree and/or equivalent technical skills/experience in science, engineering or business.</p> <p>Knowledge of UC Davis' mission and the University's organization, operations and policy issues.</p> <p>Knowledge of the campus' present and emerging research and scholarship strengths of interest to potential industry partners.</p>

Preferred Qualifications for Selection:

Knowledge of business development from private sector perspective.

Experience working with sensitive and highly confidential information and to chart a path for problem resolution.

Skills to translate data and concepts into diagrams and text, including PowerPoint.

Experience using database and website content managements systems, such as Salesforce.

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