

Posting Preview

Job Requisition	
Requisition Number:	03018561
Recruitment Open To:	UCD/UCDHS Employees and General Public
For Full Consideration Apply By:	03-16-2017
Closing Date:	
Position:	FUNDING OPPORTUNITIES COORDINATOR
Payroll Title	ANALYST III
Number of Positions:	1
Salary:	\$3,908.33 - \$7,041.67/MO
Appointment Type:	Career
Appointment Description:	100% Fixed; Monday - Friday; 8:00am to 5:00pm
Overtime Eligible: (FLSA)	Exempt
Union/HEERA Representation:	
Department:	INTERDISCIPLINARY RESEARCH SUP - 061798
Department Description:	<p>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.</p> <p>The Interdisciplinary Research Support (IRS) unit of the Office of Research coordinates the preparation of major extramurally funded grant proposals for large-scale, interdisciplinary research programs. The IRS works on grants and contracts that typically involve multiple schools, colleges, divisions, or institutions to support new research units, programs, or centers at UC Davis. The IRS works through the principal investigator to: assist the research team to develop a schedule for preparation of the grants or contracts; identify the components required in the application; develop an outline for the intellectual content of the application; coordinate the assembly of contributions from the participating researchers; review drafts for consistency of style and content, clarity, and responsiveness to the requirements of the funding agency; edit and proofread the application; prepare the proposal budget, including justifications of budget elements; prepare funding agency "boilerplates"; collect and edit biographical sketches and internal documents for the participating researchers; and assemble the complete applications.</p>
Location:	Davis
Position Details	
	Under direction of the Director of Interdisciplinary Research Support, the Funding Coordinator leads the effort of identifying funding opportunities

Job Summary:	<p>of relevance to the UC Davis research community and coordinating the internal selection process for those opportunities that impose campus limits on applications.</p> <p>The Funding Coordinator provides guidance and assistance to researchers in developing full proposals and other materials for prestigious Limited Submission programs, and makes proposal development resources available to all researchers.</p> <p>Works with the AVC for Research and other administrators on campus in decision-making and strategic planning on a diversity of funding opportunities and strategies for successfully obtaining the funding. Specifically, selects relevant funding opportunities from numerous on-line and other sources, advertises the opportunities through several outlets each week, solicits applications for limited submissions programs, coordinates and informs the review process, and communicates results of the review. The coordinator uses multiple methods to identify and disseminate relevant funding opportunities to the UC Davis research community. The coordinator works with many administrative offices to coordinate campus-wide efforts to build teams of researchers and align them with necessary resources so that they are well-positioned to apply for funding opportunities.</p> <p>Maintains and continuously updates an electronic announcement, and submission and review process with the assistance of the OR Information Support Services team.</p> <p>Develops and delivers training programs on funding programs and regularly reviews the relevance, functions, and costs of multiple research development tools provided by 3rd party vendors.</p>
Physical Demands:	<p>-Work at computer for extended periods of time (6-8 hrs. per day)</p> <p>-Work in an area where there is constant traffic and noise from office machines, telephones, and conversations.</p> <p>-Move/manipulate supplies and equipment of various weights (up to 25lbs) using a cart and/or hand truck.</p>
Work Environment:	<p>-Work flexible schedule, occasional varied lunch hour evenings/nights, weekends and holidays, usually on short notice 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	<p>-Research administration experience and knowledge pertaining to the preparation, review, and submission of proposals including federal, state, and private for contracts or grants.</p> <p>-Experience with the content and structure of standard calls for proposals from multiple federal and state agencies as well as private and corporate foundations.</p> <p>-Experience in multiple sponsors' proposal preparation and submission requirements with advanced skills to interpret complex sponsor requirements.</p> <p>-Analytical skills to evaluate requests for proposals and other sponsor provided materials to determine critical components and guidance for preparing applications.</p>

Minimum Qualifications:	<ul style="list-style-type: none"> -Experience using interpersonal and communications skills to interact and communicate with diverse groups of individuals at various organizational levels including campus executives at the highest level of the administration. -Organizational skills to work on multiple projects with competing deadlines; to establish goals and workload priorities under very limited supervision; and to maintain a high level of productivity. -Critical thinking and problem solving skills to analyze information, tools, problems, policies and procedures to determine solutions, formulate logical conclusions, prepare analyses and implement solutions. - Experience developing and maintaining relational databases for data management and analysis. -Analytical skills to research, compile, organize and analyze information from reports and other sources to prepare technical reports. -Computer knowledge and skills to utilize various programs and software for word-processing, spreadsheets and website applications. -Experience in training and development including designing and conducting workshops.
Preferred Qualifications:	<ul style="list-style-type: none"> -Experience with UC OP and UC Davis policies and procedures, and extensive knowledge of UC principles governing research. -Writing, editing and proofreading skills to prepare a variety of correspondence, reports and informational documents for target audiences. -Knowledge of multiple research development tools and software provided by 3rd party vendors. -Knowledge of legal, medical and scientific terminology in order to evaluate individual eligibility and determine review criteria. -Experience using the Internet to search for funding opportunities.
Search Category:	All Jobs
Background Check:	Yes