

Position Description

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Report Run Date	Feb 5 2019 4:29PM
Position Number:	02014887
Dept:	VICE CHANCELLOR - RESEARCH - 061010
Position:	RESEARCH ADMINISTRATION SUPPORT ANALYST
Approved Payroll Title Code:	7397
Approved Payroll Title:	PROJECT/POLICY ANL 2
Approved MSP Salary Grade:	
Approved PSS Salary Grade:	PSS19
POSITION DETAILS	
Job Summary:	<p>Under general supervision, provide analytical support and planning for projects and programs under Research Administration in the Office of Research. Support projects that are sensitive or complex in nature that require critical thinking skills, independence and initiative in execution and implementation.</p> <p>Understand the requirements of the Executive Associate Vice Chancellor in order to support and prioritize requests and activities from areas within Research Administration (ethics, compliance, human subjects, sponsored programs, research misconduct, strategic initiatives, electronic research administration systems, business/finance, and HR).</p> <p>Conduct project implementation, consultation, evaluation, research and analysis. Implement and maintain project plans and strategic initiatives, department communications, schedules and the Research Administration budget. Serve as liaison for the Office of Research polices and the campus policy group.</p>
Campus Job Scope:	
Department Specific Job Scope:	Arrange and keep records of campus-wide strategic committees and task forces for policy development and best practices. Analyze data resulting from committee activities and campus-wide surveys.
Positions Supervised:	N/A
	<p>50% PROGRAM & PROJECT MANAGEMENT</p> <p>Manage diverse array of strategic initiatives for Office of Research in areas of core facilities, institutional metrics, compliance, administration, contract & resources. Serve as first point of contact for questions and issues. Support projects and processes across units that involve collaboration & strict adherence to deadlines; interpret, apply & adhere to OR internal protocol & UC policies/procedures; develop project timelines & analyze progress & resource utilization. Independently perform analyses, including those which require gathering data & collecting information from various internal/external sources. Through analysis & creative solution design, provide recommendations to improve business processes. Engage in problem-solving & preparing documents which result in written reports & presentations. Oversee &/or assist with implementation of new procedures as requested. Design & format reports for ease of</p>

<p>Essential Responsibilities:</p>	<p>presentation & understanding.</p> <p>15% COMMITTEE MANAGEMENT Direct & support launch of new strategic initiatives. Oversee the coordination of various high-level committees co-chaired, convened or attended by the VC/EAVC/AVC such as HASTOC, CODVC, ACCD, etc. In collaboration with the EAVC arrange & schedule meetings with senior-level executives of a confidential or sensitive nature. Coordinate logistics, identify key areas & develop objectives, background information & agendas. Provide research & analysis of information & historical data, staff support for meetings including minute preparation, tracking and coordination of action and follow-up items and reporting. Draft committee reports & distribute agendas and minutes at all follow up meetings. Work with campus units at every level to ensure critical supplemental actions are completed. Collaborate with EAVC to develop and implement work plans & time lines to present to VC, AVCs, Directors, Managers, Faculty, Campus Community, staff &/or external stakeholders. Develop &/or maintain a database to monitor ongoing initiatives & track progress against time lines & goals. Track initiatives & provide EAVC with timely progress assessments across all projects; work with initiative leads to resolve &/or escalate issues to leadership for resolution. Coordinate & support special working meetings to review targeted initiatives, communicate information & provide updates.</p> <p>20% WRITING & COMMUNICATIONS / OR POLICY LIAISON Under guidance from the EAVC interface with the VC's/AVCs/faculty/directors/ staff/campus community & external constituents to coordinate special projects between B&F, IT, HR & OR's research units. Prepare & present detailed research reports & analytical findings utilizing word processing, spreadsheet, presentation & graphic design applications. Compose communications & non-routine &/or highly complex or confidential memoranda, correspondence & directives. Develop presentations & other supplementary materials to support OR's campus outreach efforts. Cultivate relationships with strategic partners & prospective clients to support OR's research mission & objectives. Provide support to the OR's policy owners, receiving policies for update, style, structure & campus regulations.</p> <p>15% CALENDARING & TRAVEL Provide high-level analytical assistance to leadership across major scope of responsibilities. Ensure calendars are updated and appropriately annotated with specific details related to scheduled meetings & appointments. Coordinate travel arrangements including transportation, hotel accommodations, meeting registration, etc. prepare itineraries. Deal with confidential, sensitive information & issues. Maintain working files. Prepare relevant supporting information for leadership in preparation of conferences, meetings, budgets & presentations. Upon request provide backup support to other analysts as required.</p>
<p>Physical Demands:</p>	<p>-Sit at computer for extended periods of time (6-8 hrs. per day)</p> <p>-Move/manipulate supplies and equipment of various weights (up to 25 lbs) using a cart and/or hand truck.</p>
<p>Work Environment:</p>	<p>-Work flexible schedule and occasional overtime during lunch hour, evenings/nights, weekends and holidays, usually on short notice to meet operational needs.</p> <p>-Work in an area where there is constant traffic and noise from office machines, telephones, and conversations.</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</p>

	parking lots and residential space.
Background Check:	Yes
QUALIFICATIONS	
Minimum Qualifications:	<ul style="list-style-type: none"> - Experience developing and implementing plans, and coordinating activities for projects and initiatives in a large comprehensive program. - Project management skills to develop, evaluate and direct projects, handle multiple priorities, monitor ongoing strategic initiatives and track progress and manage tight time lines with attention to details. - Writing, editing and proofreading skills to quickly and accurately produce letters, memos, reports, press releases for target audiences. Update website content using appropriate grammar and punctuation. - Verbal communication and interpersonal skills to interpret and explain policies and procedures; to establish and maintain working relationships with people from diverse backgrounds at varying organizational levels; to handle sensitive situations diplomatically and to facilitate or negotiate resolution of problems. - Experience managing electronic calendars, and scheduling and coordinating large, complex meetings, conferences and special events. - Experience creating and maintaining databases including manipulating and extracting data for spreadsheets, and producing reports. - Experience using independent judgment to handle sensitive, confidential and/or controversial issues, matters and materials. - Computer skills and experience in Microsoft Suite including Access, Excel, Word, Outlook, and web editing software to manipulate text files and work from a variety of sources (databases, Word files, plain text files, PDF, email, etc.). - Skills to conduct research and analyze information from multiple sources, summarizing findings into clear and concise written format using text, graphs, tables, etc., to respond to requests for information from leadership, external stakeholders, state and/or federal agencies. - Experience working in a customer service driven environment
Preferred Qualifications for Selection:	<ul style="list-style-type: none"> - Knowledge of UC Davis and campus resources. - Knowledge of UCD campus organizational structure. - Skills to prepare short and long-term strategic planning reports. - Experience working in an academic institution of significant complexity and breadth - Skills to interpret university policies and procedures

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