

Posting Preview

Job Requisition	
Requisition Number:	03024411
Recruitment Open To:	UCD/UCDHS Employees and General Public
For Full Consideration Apply By:	08-09-2019
Closing Date:	
Position:	CONTRACTS & GRANTS ANALYST
Payroll Title	RSCH ADM 3
Number of Positions:	Multiple
Salary:	\$4,366.67-\$8,933.33/MO (Budgeted Salary Range \$4,366.67-\$5,663.58/MO) COE
Appointment Type:	Career
Appointment Description:	100% FTE, Fixed, Monday-Friday 8:00am to 5:00pm
Overtime Eligible: (FLSA)	Exempt
Union/HEERA Representation:	
Department:	OVCR - SPONSORED PROGRAMS - 061821
Department Description:	
Location:	Davis
Position Details	
Job Summary:	Under general supervision of a Contracts and Grants Officer, as part of a team, work with faculty and staff from a specific set of schools and/or colleges to review proposals prior to submission to sponsors; negotiate research agreements with sponsors; assist faculty in developing proposals, and negotiate a portion of the resulting contracts and grants.
Physical Demands:	
Work Environment:	Work occasional overtime. 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.
Qualifications	
	Extensive research Administration experience serving both internal and external customers, including review and submission of proposals for contracts and grants, and preparation, review, and negotiation of research agreements. Knowledge of the principles governing research and intellectual property.

<p>Minimum Qualifications:</p>	<p>Knowledge of multiple sponsors' terms and conditions and to interpret and apply complex sponsor requirements.</p> <p>Experience collecting, analyzing and summarizing data related to projects.</p> <p>Research Administration experience conducting complex negotiations.</p> <p>Experience presenting complex technical and legal material to non-technical persons.</p> <p>Experience drafting, reviewing, editing and analyzing various types of research administration agreements, legal correspondence and other written documents.</p> <p>Skill using Microsoft suite of products (including but not limited to Word, Excel, and PowerPoint), and Internet Explorer.</p>
<p>Preferred Qualifications:</p>	<p>Experience interpreting, communicating and applying 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>Communication skills to build constructive and effective relationships with all types of people.</p> <p>Extensive knowledge of multiple sponsor's terms and conditions and advanced skills to interpret and apply complex sponsor requirements.</p> <p>Knowledge to apply UC and UCD policies and procedures, and extensive knowledge of UC principles governing research and intellectual property.</p> <p>Knowledge of University patent policy and its variations as related to agreements sufficient to discuss with faculty, staff and sponsor representatives.</p> <p>Knowledge of legal, medical and scientific terminology.</p> <p>Experience with for-profit and non-profit business contracting and funding practices and interests.</p> <p>Problem-solving and analytical skills to use logic to solve difficult problems with effective solutions.</p> <p>Skilled in time management and priority-setting.</p>
<p>Search Category:</p>	<p>All Jobs</p>
<p>Background Check:</p>	<p>Yes</p>