
Posting Preview

Job Requisition

Requisition Number:	03022608
Recruitment Open To:	UCD/UCDHS Employees and General Public
For Full Consideration Apply By:	10-31-2018
Closing Date:	
Position:	CONTRACT AND GRANTS ANALYST
Payroll Title	RSCH ADM 2
Number of Positions:	1-2
Salary:	\$22.80-\$46.65/HR (Budgeted for up to \$25.00/HR - COE)
Appointment Type:	Contract
Appointment Description:	100%. M-F 8:00am-5:00pm This contract appointment ends 2 years from date of hire with the possibility of extension.
Overtime Eligible: (FLSA)	Non-Exempt
Union/HEERA Representation:	
Department:	OVCR - SPONSORED PROGRAMS - 061821
Department Description:	
Location:	Davis

Position Details

Job Summary:	<p>Under direction of the Contracts and Grants Officer, responsible for review of proposals and related documents, review and process awards and related documents, and work closely with faculty and departmental personnel to resolve administrative post award issues on contracts and grants.</p> <p>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; and assist faculty in developing proposals, and negotiate a portion of the resulting contracts and grants.</p> <p>THIS CONTRACT APPOINTMENT ENDS TWO YEARS FROM THE DATE OF HIRE WITH THE POSSIBILITY OF EXTENSION OR CONVERSION TO CAREER STATUS.</p>
Physical Demands:	
Work Environment:	Work occasional overtime evenings and weekends to meet operational needs.

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

Knowledge of research administration including review and submission of proposals for contracts and grants, and preparation and review of research agreements.

Experience collecting, analyzing and summarizing data related to projects.

Experience presenting technical and legal material to non-technical persons.

Minimum Qualifications:

Experience reviewing, analyzing, and clarifying various types of research administration agreements, legal correspondence and other written documents.

Experience using interpersonal and communication skills to serve internal and external customers, and to build constructive and effective relationships with a diverse group of people.

Skill using Microsoft suite of products (including but not limited to Word, Excel, and PowerPoint), and Internet Explorer.

Preferred Qualifications:

Research administration experience as relates to research contracts and grants including obtaining factual clarifications and conducting negotiations.

Knowledge and skills 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.

Organizational and time management skills including priority-setting to meet operational goals.

Knowledge of multiple sponsor's terms and conditions and advanced skills to interpret and apply complex sponsor requirements.

Knowledge and operational level skills to apply UC and UCD policies and procedures and UC principles governing research and intellectual property.

Experience presenting technical and legal material to non-technical persons.

Experience drafting, reviewing, editing and analyzing various types of agreements, legal correspondence and other written documents.

Knowledge of legal, medical and scientific terminology.

Operational level knowledge of University patent policy and its variations as related to agreements to discuss with faculty, staff and sponsor representatives.

Experience with for-profit and non-profit business contracting and funding practices and interests.

Search Category:

All Jobs

Background Check:

Yes