

Posting Preview

Job Requisition	
Requisition Number:	03020703
Recruitment Open To:	UCD/UCDHS Employees and General Public
For Full Consideration Apply By:	01-26-2018
Closing Date:	
Position:	CONTRACTS & GRANTS ANALYST II
Payroll Title	RSCH ADM 2
Number of Positions:	Multiple
Salary:	\$22.80-\$46.65/HR
Appointment Type:	Career
Appointment Description:	100% Fixed; Monday - Friday; 8:00am to 5:00pm
Overtime Eligible: (FLSA)	Non-Exempt
Union/HEERA Representation:	
Department:	OVCR - SPONSORED PROGRAMS - 061821
Department Description:	<p>The Office of Research has overall responsibility for promotion of scholarship and management of research funding for the campus. It manages extramural financial support and research relationships with government and industry. The major components of Office of Research include: Sponsored Programs ("SPO"), IRB Administration, Technology and Industry Alliance, and Research Compliance.</p> <p>SPO is comprised of Contracts and Grants (Proposals Team, Awards Team, Negotiation Team, Subawards Team) and Electronic Research Administration (ERA). Contracts and Grants provides administrative review of proposals and, on behalf of the Regents, submit proposals and negotiate awards for research at UCD. Under the general direction of the Executive Director of Sponsored Programs, members of the office work with faculty and staff from a specific school or college to develop and review proposals prior to submission to sponsors; negotiates research agreements with sponsors.</p>
Location:	Davis
Position Details	
Job Summary:	<p>Under direction 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.</p> <p>Each team will have a focus on either proposals awards/subcontracts; the focus of each team, as well as the team members, may change over time consistent with the change in the business needs of the Sponsored</p>

	Programs Office.
Physical Demands:	
Work Environment:	<p>Work occasional overtime.</p> <p>Serve internal and external customers.</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	
Minimum Qualifications:	<p>Knowledge of research administration, including review and submission of proposals for contracts and grants, and preparation and review of research agreements.</p> <p>Experience reviewing, analyzing, and clarifying various types of research administration agreements, legal correspondence and other written documents including obtaining factual clarification.</p> <p>Experience collecting, analyzing and summarizing data related to projects.</p> <p>Experience presenting technical and legal material to non-technical persons.</p> <p>Skill using Microsoft suite of products (including but not limited to Word, Excel, and PowerPoint), and Internet Explorer.</p>
Preferred Qualifications:	<p>Operational level knowledge sufficient 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.</p> <p>Skilled in time management and priority-setting.</p> <p>Communication skills to build constructive and effective relationships with all types of people.</p> <p>Knowledge of multiple sponsor's terms and conditions and advanced skills to interpret and apply complex sponsor requirements.</p> <p>Knowledge and operational level skills to apply UC and UCD policies and procedures and UC principles governing research and intellectual property.</p> <p>Research administration experience as relates to research contracts and grants including conducting negotiations.</p> <p>Experience presenting technical and legal material to non-technical persons.</p> <p>Experience drafting, reviewing, editing and analyzing various types of agreements, legal correspondence and other written documents.</p> <p>Communication skills to build constructive and effective relationships with a diverse population.</p> <p>Knowledge of multiple sponsor's terms and conditions and operational level skills to interpret and apply sponsor requirements.</p> <p>Knowledge of legal, medical and scientific terminology.</p>

	<p>Operational level knowledge of University patent policy and its variations as related to agreements sufficient to discuss with faculty, staff and sponsor representatives.</p> <p>Experience with for-profit and non-profit business contracting and funding practices and interests.</p>
Search Category:	All Jobs
Background Check:	Yes