

Posting Preview

Job Requisition	
Requisition Number:	03021906
Recruitment Open To:	UCD/UCDHS Employees and General Public
For Full Consideration Apply By:	07-23-2018
Closing Date:	
Position:	CONTRACTS AND GRANTS ANALYST
Payroll Title	RSCH ADM 2
Number of Positions:	1
Salary:	\$22.80-\$46.65/HR (Budgeted Salary: \$22.80-\$25.56/HR) COE
Appointment Type:	Contract
Appointment Description:	100% Fixed; Monday-Friday; 8:00am-5:00pm
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 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 to develop proposals, and negotiate a portion of the resulting contracts and grants.</p> <p>Team members are responsible for 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 Programs Office.</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:	<p>Work occasional overtime.</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 and skills in 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>Research administration experience as relates to research contracts and grants including conducting negotiations.</p> <p>Experience drafting, reviewing, editing and analyzing various types of agreements, legal correspondence and other written documents.</p> <p>Operational level knowledge and experience to interpret, communicate, and apply terms and conditions of various sponsors, federal, state, and University guidelines, policies, and procedures governing research including but not limited to intellectual property.</p> <p>Organizational and time management skills including priority-setting.</p> <p>Interpersonal and communication skills to build constructive and effective relationships with a diverse population.</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>Experience presenting technical and legal material to non-technical persons.</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 working with for-profit and non-profit business contracting and funding practices and interests.</p>
Search Category:	All Jobs
Background Check:	Yes