

Posting Preview

Job Requisition	
Requisition Number:	03021509
Recruitment Open To:	UCD/UCDHS Employees and General Public
For Full Consideration Apply By:	07-31-2018
Closing Date:	Open Until Filled
Position:	CONTRACTS AND GRANTS ANALYST
Payroll Title	RSCH ADM 3
Number of Positions:	1
Salary:	\$4,366.67-\$8,933.33/MO (Budgeted salary of \$4,366.67-\$5,083.33/MO) COE
Appointment Type:	Contract
Appointment Description:	100% Fixed, Monday-Friday, 8:00am-5:00pm
Overtime Eligible: (FLSA)	Exempt
Union/HEERA Representation:	
Department:	OVCR - SPONSORED PROGRAMS - 061821
Department Description:	
Location:	Davis
Position Details	
Job Summary:	<p>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.</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 flexible schedule including evenings and weekends to meet operational needs.</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	
	Extensive research administration experience serving both internal and

<p>Minimum Qualifications:</p>	<p>external customers, including review and submission of proposals for contracts and grants, and preparation, review, and negotiation of research agreements.</p> <p>Knowledge of the principles governing research and intellectual property.</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>