

Posting Preview

Job Requisition	
Requisition Number:	03019473
Recruitment Open To:	UCD/UCDHS Employees and General Public
For Full Consideration Apply By:	07-14-2017
Closing Date:	
Position:	VENTURE CATALYST ANALYST
Payroll Title	ANALYST IV
Number of Positions:	1
Salary:	\$4,316.67 - \$8,008.33/MO
Appointment Type:	Career
Appointment Description:	100% Fixed; Monday - Friday; 8:00am to 5:00pm
Overtime Eligible: (FLSA)	Exempt
Union/HEERA Representation:	
Department:	VENTURE CATALYST - 061843
Department Description:	<p>As part of the Technology Management & Corporate Relations division in the UC Davis Office of Research, Venture Catalyst facilitates the translation of University research and technology by driving the development of new ventures. Venture Catalyst's primary areas of focus include 1) proof-of-concept funding through the Science Translational & Innovative Research (STAIR) Grant program; 2) a suite of tools, resources, and services for early-stage startups through the Smart Toolkit for Accelerated Research Translation (STARTTM) program; 3) a distributed network of thematically oriented business incubators and innovation centers integrated into the Distributed Research Incubation and Venture Engine (DRIVETM); and 4) economic engagement activities to facilitate connections between startups and the regional innovation and economic development ecosystem.</p>
Location:	Davis
Position Details	
	<p>Under the general direction of the Executive Director of UC Davis Venture Catalyst, and the Associate Director of Venture Catalyst, the Venture Catalyst Analyst will work independently and provide assistance as needed on matters that are sensitive or complex in nature.</p> <p>Responsible for managing and contributing substantially to projects and activities focused on data analysis, metrics tracking, and market research supporting innovation and entrepreneurship programs organized by Venture Catalyst.</p> <p>In collaboration with InnovationAccess, Office of Corporate Relations (OCR), other units within the Office of Research (OR), as well as across</p>

<p>Job Summary:</p>	<p>the campus and the University more broadly, and community partners in furtherance of entrepreneurial enterprise development and to support the initiatives, internal coordination and external engagement and communications of Venture Catalyst.</p> <p>Under the guidance of the Executive Director and Associate Director, develop newsletters and other marketing and communications collateral and innovation and entrepreneurship support resources including market and competitive intelligence assessments, reports and analyses of investment data relating to startup financing and new venture development.</p> <p>Provide coordination, analytical input and technical expertise for facilitating the role of Venture Catalyst in enhancing interactions between the external infrastructure of commercialization and UC Davis researchers. Track, maintain and report accurate data relating to Venture Catalyst activities and both process and impact metrics.</p>
<p>Physical Demands:</p>	
<p>Work Environment:</p>	<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>
<p>Qualifications</p>	
<p>Minimum Qualifications:</p>	<ul style="list-style-type: none"> -Analytical skills for collecting, analyzing and summarizing data from a variety of sources and translating data into reports and presentations. -Project management experience to independently manage workflow processes and project delivery methods. -Experience developing marketing materials and framing and drafting strategic communications. -Computer skills including proficiency with the Microsoft Office Suite, word processing, spreadsheet, database, presentations, electronic mail, and the internet. -Time management and organizational skills to coordinate and manage multiple assignments with overlapping deadlines and work as part of a high-level collaborative team in a fast-paced environment with constantly shifting priorities, while tracking progress, meeting deadlines and achieving performance targets. -Interpersonal and communication skills to interact professionally with internal and external audiences from diverse cultural backgrounds and business and academic environments; manage sensitive or difficult situations diplomatically; and represent high-level executives with tact and discretion. -Writing, editing and proofreading skills to produce correspondence and other written materials that reflect the high standards and professionalism of an executive office. -Experience maintaining a high degree of discretion, integrity and sensitivity to confidentiality and privacy. -Experience working in a complex research university setting with faculty and administrators from a variety of disciplines and skills.

	<ul style="list-style-type: none"> -Knowledge of differences between sponsored projects with industry, private and public funding support.
Preferred Qualifications:	<ul style="list-style-type: none"> -Bachelors or higher degree in a relevant field. -Experience performing advanced data analysis and tracking & reporting progress and impact metrics for use by senior-level decision makers in a complex organization -Experience developing communications, periodicals and/or internet newsletters to demonstrate organizational activities, achievements and impact targeting a diverse and technically advanced business audience -Experience conducting market research for life science, agriculture, and/or engineering technologies. -Experience developing competitive assessments of novel technologies and conducting commercial opportunity analyses. -Experience with social media, website management and internet marketing and data gathering tools -Knowledge and skills to understand and utilize scientific and business terminology across multiple disciplines and audiences. -Knowledge and experience with startups and affiliated companies launched on the basis of foundational research performed at and technology developed at UC Davis. -Working knowledge of UC Davis and community stakeholders involved in innovation and entrepreneurship and economic development, including local and regional incubators and accelerators. -Knowledge and experience with University of California policies and rules governing intellectual property, equity, licensing, technology transfer and related conflicts of interest and commitment policies and ethical requirements. -Working knowledge of University of California technology transfer processes, policies and guidelines related to startups founded on university IP.
Search Category:	All Jobs
Background Check:	Yes