## Job Requisition

<table>
<thead>
<tr>
<th>Requisition Number:</th>
<th>03017328</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruitment Open To:</td>
<td>UCD/UCDHS Employees and General Public</td>
</tr>
<tr>
<td>For Full Consideration Apply By:</td>
<td>09-13-2016</td>
</tr>
<tr>
<td>Position:</td>
<td>CONTRACTS &amp; GRANTS ANALYST II</td>
</tr>
<tr>
<td>Payroll Title:</td>
<td>ANALYST II</td>
</tr>
<tr>
<td>Number of Positions:</td>
<td>Multiple</td>
</tr>
<tr>
<td>Salary:</td>
<td>$21.98-$35.15/Hour</td>
</tr>
<tr>
<td>Appointment Type:</td>
<td>Career</td>
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<tr>
<td>Appointment Description:</td>
<td>100%, Monday-Friday, 8am-5pm.</td>
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<tr>
<td>Overtime Eligible:</td>
<td>Non-Exempt</td>
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<tr>
<td>Department:</td>
<td>OVCR - SPONSORED PROGRAMS - 061821</td>
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### Department Description:

The Office of Research has overall responsibility for promotion of scholarship and management of research funding for the campus. This office manages extramural financial support, furthers research relationships with government and industry, and assists faculty in development of their scholarly research. The major components of Office of Research include: Sponsored Programs, IRB Administration, Technology and Industry Alliance, and Research Compliance. The Sponsored Programs Office is comprised of Contracts and Grants (Proposals Team, Awards Team, Negotiation Team, Subawards Team) and Electronic Research Administration (ERA). Contracts and Grants has primary responsibility to provide administrative review of proposals and, on behalf of the Regents, submit proposals and negotiate awards for research at UC Davis. Under the general direction of the 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; assists faculty in developing proposals and negotiating a portion of the resulting contracts and grants.

### Location:

Davis

### Position Details

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.
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.

**Physical Demands:**

Work occasional overtime evenings and weekends to meet operational needs.

**Work Environment:**

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**

**Minimum 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.

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.

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.

**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.
<table>
<thead>
<tr>
<th>Search Category:</th>
<th>All Jobs</th>
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<tr>
<td>Background Check:</td>
<td>Yes</td>
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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.