

Research Development Specialist
Research

JOB #: 1908961

Full Time; Career

Starting Salary Range: \$75,000-\$100,000/annually. Salary commensurate with qualifications and experience.

UCSC strives to embrace diversity in all its forms; it strives to be an inclusive community that fosters an open, enlightened & productive environment.

The Research Development (RD) Specialist participates in research development activities conducted by the UC Santa Cruz's Office of Research in support of large proposals and special initiatives. Research Development Specialists help position UC Santa Cruz for emerging funding opportunities, and work as part of a team to provide consistent support for UC Santa Cruz researchers (e.g. opportunity scouting, proposal scoping, pre-award consultations, hands-on proposal development, proposal review, coaching/mentoring, and early career training/outreach, etc.). UC Santa Cruz's research development activities include complex large-scale opportunities. Research Development Specialists serve as liaisons to UC Santa Cruz's academic divisions: this position is focused on large/complex proposals and therefore supports all divisions. There is an expectation for collaboration across divisions, depending on the scope and context of extramural funding opportunities. The Specialist may develop specific expertise in opportunity management or aspects of proposal production including planning, management plans, broader impacts, and communications. The ideal candidate will have: a strong research background, fluency and enthusiasm for research development, and detailed knowledge of the academic funding enterprise. Successful candidates will be detail-oriented, self-motivated individuals with excellent skills in project management, grant and technical writing, data analytics and visualization, and document production. Expertise in developing and maintaining on-line resources and data management is also sought. Specialists should have an advanced degree (or equivalent experience/training) and direct experience in writing competitive research proposals relevant to the scope of the UC Santa Cruz research portfolio.

Research Development encompasses a set of strategic, proactive, catalytic, and capacity-building activities designed to facilitate individual faculty members, teams of researchers, and central research administrations in attracting extramural research funding, creating relationships, and developing and implementing strategies that increase institutional competitiveness. Research Development professionals initiate and nurture critical partnerships and alliances throughout the institutional research enterprise and between institutions-and with their external stakeholders. With the goal of enabling competitive individual and team research and facilitating research excellence, Research Development professionals build and implement strategic services and collaborative resources that span across disciplinary and administrative barriers within their organizations and beyond. Research Development includes a broad spectrum of activities including: funding opportunity identification and targeted dissemination; grant/contract proposal development; research team building; interaction with funding agencies and institutional research administration and leadership; interaction with institutional federal relations; and outreach activities and training.

The mission of UC Santa Cruz's Office of Research Development is to catalyze the UC Santa Cruz research enterprise with an emphasis on responsiveness to research opportunities, emerging opportunities, and providing consistent support for UC Santa Cruz researchers (e.g.

opportunity scouting, proposal scoping, pre-award consultations, hands-on proposal development, proposal review, coaching/mentoring, and early career training/outreach, etc.). ORD staff collaborate on developing resources to streamline proposal development, promoting cross-campus research communications and collaborations, helping to facilitate collaborations with other institutions, conduction workshops and training, developing research portfolio analytics, and implementing metrics for tracking/optimizing success.

This position requires passing a pre-employment criminal history background check. Selected candidates cannot begin work until passing their background check. Please note: Time required to complete this process may vary and can be lengthy.

Qualifications include:

- Ph.D. (scientific field preferred); or M.Sc. plus two-years' experience; or B.Sc./B.A. plus five years' experience.
- Academic background and experience in selected area of research required.
- Research Development proposal writing experiences preferably at an Academic or non-profit institution.
- Direct experience writing competitive research proposals relevant to the scope of the UC Santa Cruz research portfolio.
- Excellent skills in grant and technical writing.

Position is open until filled; Initial Review Date: 08-25-2019

APPLICANTS ARE REQUIRED TO USE THE UCSC ON-LINE PROCESS

View full job description and access on-line application:

<https://apptrkr.com/1553275>

To ensure review of application materials by the hiring unit, they must be submitted on or before the initial review date (IRD) via the Staff Employment Opportunities web site; <https://jobs.ucsc.edu>. A computer is available at the UC Santa Cruz Staff Human Resources Office located at Scotts Valley Center. The Scotts Valley Center is located at 100 Enterprise Way, Suite E100, Scotts Valley, CA 95066. To learn more or to request disability accommodations, call 831-459-2009. Hearing impaired are encouraged to use the California Relay Service at 800-735-2922. UC Santa Cruz is an Equal Opportunity Employer.