

Research Development Proposal Administrator  
Research Development

JOB #: 1908933

Full Time; Career

Salary Range: \$23.95 - \$31.13/hourly.

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.

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, conducting workshops and training, developing research portfolio analytics, and implementing metrics for tracking/optimizing success. ORD staff work directly with UC Santa Cruz Office of Sponsored Projects (OSP) to enhance the quality, timeliness, and competitiveness of UC Santa Cruz's submittals.

The Research Development (RD) Proposal Administrator participates in research development activities conducted by UC Santa Cruz's Office of Research and works as part of a team to provide consistent support for UC Santa Cruz researchers. Performs a variety of functions related to proposal development/grant writing supporting strategic business objectives of the University of California Santa Cruz, as well as support

academic units on reputation enhancing, high dollar opportunities. Functions to be performed include assisting faculty with navigating the Electronic Research Administration software (Cayuse), drafting and modifying documents for proposal submissions, and coordinating proposal preparation efforts including, if applicable, the limited submission process. Establishes one-on-one relationships with faculty members and provides extensive funding identification and proposal development support. Collaborates with faculty researchers, the Associate Vice Chancellor for Research, Research Development Director/Specialists, and other Office of Research units to support proposal submission for major projects and initiatives. Maintains a strong customer-service oriented environment. Conducts customized funding opportunity searches using relevant databases. Designs proposal development resources, including templates, that can be adapted for various components of federal and private funding applications. Works proactively with minimum direction and guidance within a service-team environment.

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:

- Bachelor's degree in related area and/ or equivalent experience / training.
- Ability to comprehend, develop understanding of, and explain requirements detailed in agency Requests for Proposals (RFPs).
- Demonstrated proficiency with Microsoft Office suite, including ability to create and modify documents in accordance with stated requirements.
- Ability to thrive in a busy, high-volume, and deadline driven work environment that requires coordination of multiple activities and the judgement and flexibility to reprioritize to accommodate emergency requests.
- Experience writing scientific or technical documents.

Position is open until filled; Initial Review Date: 08-04-2019

**APPLICANTS ARE REQUIRED TO USE THE UCSC ON-LINE PROCESS**

View full job description and access on-line application:

<https://apptrkr.com/1543633>

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.