

Interviewer Information

Name: Laura Van Nostrand **Phone:** (310) 206-0557
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Position Information

Payroll Title: Assistant 2 - Work-Study - Grade - 02 **Pay Rate:** \$17.50/hour
Job Code: 4681 **Hours:** 10-15 hrs/week
Posting Category: Clerical/Office **Available Positions:** 1
Job Type: F - Summer Federal Work Study

Undergraduate: Yes **Graduate:** No

Summer: Yes

On Campus: No **Advertise:** Yes

Position Details

Location: UCLA Technology Development Group: 10889 Wilshire Blvd. Suite 920 Los Angeles, CA 90095

Description: Job Purpose:
The Technology Development Group (TDG) supports UCLA's research, service and education mission by commercializing intellectual property rights and facilitating collaborations with industry, academic and non-profit partners for next-generation scientific breakthroughs. This position is responsible for assisting the Industry Sponsored Research team as needed in supporting compliance and contracting functions.

Description of Duties:

- Review electronic contract submissions and communications.
- Database entry.
- Quality Control of data on documents and databases.
- Perform compliance related research on counterparties located outside of the U.S.
- Generate documents and communications using templates and data to communicate compliance related findings.
- Other duties as assigned.

Qualifications: Qualifications:
• Attention to detail.
• Ability to conduct research and synthesize information.
• Ability to balance competing priorities and complete deadline-driven tasks.
• Problem-solving skills to develop workflow solutions and address emergent issues.
• Willingness to take ownership of the quality of work products.
• Experience with PCs, Windows, and the Microsoft Office suite.

Please note: This position will be conducted remotely.

To apply, email your resume and cover letter to Laura Van Nostrand at lauravn@tdg.ucla.edu.