Interviewer Information

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

Department: UCLA Technology Development Group  
Fax: (310)861-8862

Email: lauravn@tdg.ucla.edu

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.