



The George Washington University (GWU), the largest institution of higher education in the D.C. area, is seeking a Manager, Pre-Award Research Services (Contract Manager). The primary responsibility for this position is preparing, reviewing, negotiating and finalization of commercially sponsored clinical research drug, device and biologics trial agreements between pharmaceutical sponsors and GWU, GWU Hospital and GWU's Medical Faculty Associates, Inc., (University affiliated private physician practice group). Another prime responsibility of this position is preparing, reviewing and negotiating confidentiality disclosure agreements (CDAs) and to monitor the contracting process to maximize efficiency of contract execution and assisting and working cooperatively with other pre and post-award managers. During high volume periods and during vacation periods the Contract Manager will be called upon to assist other Contract Managers to assist in preparing, reviewing and negotiating other grant and contract awards issued to GWU and coordinating systems and procedures related to processing of both federally sponsored and non-federally sponsored research contracts and grants.

Applicants must have a Bachelor's Degree with a Master's Degree preferred. Knowledge of federal regulations including FDA regulations governing clinical research is required. A minimum of three years experience in contracting related to the clinical trials, pharmaceutical, medical device, biotechnology and/or contract research industry, to include previous experience in negotiation of all legal terms and conditions, including indemnification, insurance, payment terms for subject injury/harm, publication, intellectual property and confidentiality.

This position reports to the Managing Director, Research Support & Analysis in the Office of the Chief Research Officer.

GWU offers extremely competitive salaries and benefits. We offer a comprehensive compensation package that includes health insurance, a retirement plan and tuition benefits for an employee, their spouse or same sex domestic partner and dependent children. To apply, reference requisition #R16316 and submit a resume online via the Staff Employment Opportunities Search found at <http://www.gwu.edu/~hrs/eo> or submit a resume to Hal Gollos, Managing Director, Research Support and Analysis, 2121 I (eye) Street, NW, Suite 601, Washington, DC 20052.