

Position Announcement

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| Department | Vice Provost Research |
| Position Title | Program Assistant |
| Working Title | Contracts Specialist |
| Position Number | 00066429 |
| Requisition Number | 0415182 |
| Position Overview | Contract Negotiations is a department within the Office of the Vice Provost for Research and the University of Kansas Center for Research. It is responsible for negotiating award terms and conditions of sponsored agreements prior to acceptance by the university; identifying research compliance issues; and preparing and negotiating subrecipient agreements. It manages approximately 800 agreements annually and plays a significant role in the administration of approximately \$123 million in externally funded sponsored project expenditures. This is a key position in the daily research administrative operations of the Office of the Vice Provost for Research. |
| Required Qualifications | <ol style="list-style-type: none"> 1. Bachelor's degree and at least 1 year's experience reading and comprehending contracts with attention to detail. 2. Excellent writing skills reflecting conciseness and accuracy as demonstrated by application materials. 3. At least 1 year experience working in a university or similar environment (familiarity with university policies and procedures or similar systems). 4. Work history that demonstrates the ability to work independently and cooperatively as part of a team. 5. Work history that demonstrates the ability to organize, prioritize, and efficiently handle multiple projects and assignments. 6. At least 1 year's experience with basic computer applications including word processing, spreadsheet and database system use. |
| Preferred Qualifications | <ol style="list-style-type: none"> 1. Three or more years experience in sponsored research administration at a university or in a related field such as contracting, or in the interpretation of governmental regulations. 2. Work experience negotiating, reviewing, editing and writing complex contracts or agreements. 3. Demonstrated knowledge of and the ability to analyze and interpret agency, federal, and state grant or contract regulations. 4. Excellent speaking skills reflecting conciseness and accuracy. 5. Law or other relevant graduate or professional degree. 6. Strong computer experience. |
| Salary Range | no less than \$34,000, + benefits |
| FTE | 1.00 |
| Contact Information For Applicants | Ms. Jody Milford 785-864-3551 jmilford@ku.edu |

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| Special Search Requirements | |
| Application Instructions | Online applications only. Preference will be given to complete applications. A complete application consists of all of the following: 1. the online application, 2. a cover letter specifically addressing the required and preferred qualifications, 3. a current resume, and 4. contact information for 3 professional references. |
| Deadline/Review Date | 11-10-2009 |
| Estimated Start Date | 11-30-2009 |

Job Duties

| Percent of total time: | Responsibility |
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| 95 | <p>Contract Negotiation</p> <ol style="list-style-type: none"> 1. Review research, material transfer, nondisclosure, data use and other sponsored project agreements, from external sponsors for compliance with University policies and applicable federal and State of Kansas regulations. 2. Negotiate and develop contract terms and conditions in accord with University research policies relating to restricted research, intellectual property and licensing, liability and indemnification, publication rights, and other topics. 3. Prepare agreements and communicate and negotiate with awarding and subrecipient organizations, including private industry, for-profit, not-for-profit, state, university, and federal entities, as needed; 4. Communicate verbally and in writing with attorneys and administrators in the federal, state, and local governments, as well as private corporations and foundations; 5. Coordinate sponsored project activities with other departments throughout the university community; 6. Use high-level analytical skills and make independent decisions on topics of vital importance to the university research community. |
| 5 | <p>Additional Duties as Assigned</p> <p>Develop and present training related to the education of university faculty and staff; attend and/or participate in other research administration related meetings as requested; other duties as assigned.</p> |

To apply on-line, go to <https://jobs.ku.edu>.

The University of Kansas is an Equal Opportunity/Affirmative Action Employer. The University encourages applications from underrepresented group members. Federal and state legislation prohibits discrimination on the basis of race, religion, color, national origin, ancestry, sex, age, disability, and veteran status. In addition, University policies prohibit discrimination on the basis of sexual orientation, marital status, and parental status.