

Job Announcement

Position #3942
University Program Specialist, Journey
Senior Contracts Administrator, Research Services

Research & Federal Relations, Office of Research Services

Description: A Senior Contracts Administrator (SCA) in the Office of Research Services will be responsible for the review, negotiation, and establishment of contracts and cooperative agreements for research, instruction and other public service funding received by the University from International, Federal, State, and local government sponsors as well as private for-profit and not-for-profit sponsors, including business, industry, associations, and foundations.

The SCA will report to the Contracts Manager, Office of Research Services. The SCA will be expected to utilize his/her own expertise as well as employ University resources and (as appropriate) other personnel to fulfill the following responsibilities: Solve complex issues; read and analyze legal agreements; conduct formal negotiations; prepare risk assessments; provide advice and assistance for Sponsored Agreements, proposals, subcontracts, and internal research agreements; recognize unacceptable contract language; record actions in a relational database; maintain up to date electronic files; prepare agreements for sponsors; prepare and negotiate outgoing subcontracts from federal and non-federal prime contractors, as needed; and provide review and guidance for the Contract's Specialist role in administering agreements.

The SCA is required to keep abreast of new developments in policies and procedures as well as federal regulations in order to serve as an up-to-date source of information and guidance for the research community.

The SCA will be expected to regularly confer with representatives of Research and Federal Relations, UNC Charlotte's Office of Technology Transfer, and the Office of Legal Affairs to ensure that the terms and conditions of research agreements negotiated are in accordance with the policies of the UNC Board of Governors and the University and State and/or Federal Regulations and provide complete and accurate information as is necessary to comply with all financial and programmatic reporting obligations from Federal and State sponsors.

Qualifications: Bachelor Degree in Business Administration, Public Administration, or related field, with 3 years experience in contract preparation and negotiations; or an equivalent combination of training and experience.

Familiarity with the Federal Acquisition Regulations (FAR), agency supplements to the FAR, Code of Federal Regulations (CFR), and Circulars of the Office of Management and Budget (OMB) is required.

Experience negotiating Federal, State and Local Contracts, Grants and Cooperative agreements.

Experience in research administration at a college or university with an emphasis on Defense contracting is highly desirable.

Must have strong communications skills to convey information clearly and concisely either verbally or in writing to ensure that the intended audience understands the information and the message.

The University of North Carolina at Charlotte (UNC Charlotte) is an EO/AA employer. In its commitment to diversity and equity, UNC Charlotte seeks applications from women, minorities, and persons with disabilities. In addition, UNC Charlotte welcomes all persons without regard to sexual orientation. For ADA (Americans with Disabilities Act) accommodations, please contact Human Resources; (phone) 704-2276.