**Contract Coordinator**

**Sponsored Programs, Office of Research**

**University of Tennessee, Knoxville**

**Requisition Number: 12000001DK**

**DESCRIPTION**

Pay grade TBD. Salary DOE&Q - Full Time

**Duties/Responsibilities:** A Contract Coordinator in the Office of Research will be responsible for reviewing and negotiating contracts from federal, state, private and local government sponsors. Responsibilities include; solving complex issues; reading and analyzing legal agreements; conducting contract negotiations; recognizing unacceptable contract language; recording actions in a relational database; and maintaining up to date electronic files. The Contract Coordinator will assist and advise faculty, researchers and staff with award administration and in the preparation of applications for external funding including budget development, budget revision, solicitation interpretation, and other aspects of proposal preparation. The Contract Coordinator will prepare and present workshops on sponsored programs activities. The Contract Coordinator is required to keep abreast of new developments in University policies and procedures, as well as federal and state regulations.

**QUALIFICATIONS**

**Minimum Required Education and Experience:**

* Bachelor's degree
* Minimum of 3 years of experience in contract preparation and negotiations
* Knowledge of Federal Acquisition Regulations (FAR) and
* Knowledge of Circulars of the Office of Management and Budget (OMB).

**Minimum Required Skills and Abilities:**

* Must possess an excellent command of the English language including excellent reading comprehension
* Must have the ability to craft appropriate contractual language
* Must be able to manage competing priorities and meet time-sensitive deadlines.
* Must have strong organizational and analytical skills
* Must have strong customer service skills
* Must have strong verbal and written communication skills with a demonstrated ability to communicate effectively
* Must be able to work collaboratively with others at various levels both within and outside the University.
* Contract Coordinator must be proficient using Microsoft Office tools.

**Preferred Qualifications:**

* Experience in research administration at a college or university is preferred.
* Proficiency in using sponsor-specific online systems

**APPLICATION INFORMATION**

**Contact: Jane Taylor,** [**tayloje@utk.edu**](mailto:tayloje@utk.edu)

**Online Application Form:**

<https://ut.taleo.net/careersection/ut_knoxville/jobdetail.ftl?lang=en&job=12000001DK>

**ADDITIONAL INFORMATION**

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[Benefit Summary](http://humanresources.tennessee.edu/benefits/docs/Summary_of_Benefits.pdf)

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