**Job Posting: Contract Specialist, Clinical Trial Focus**

Sponsored Programs Administration at the **New York University** Langone Medical Center has posted a **Contract Specialist II** position on its website: <http://careers.nyumc.org/jobs/descriptions/contract-specialist-ii-new-york-new-york-job-4278294>. Please forward this posting to anyone who might be interested.

Located in the heart of Manhattan, NYU Langone Medical Center is a world-class, patient-centered, integrated, academic medical center, and one of the nation's premier centers for excellence in clinical care, biomedical research and medical education.

**Duties and Responsibilities:** The successful candidate will be responsible for identifying and implementing useful precedents for the study based on patterns established by previously reviewed contracts; ensuring the processing of contracts and other award agreements; obtaining all required supporting documents for each agreement; maintaining and updating status of all contracts, grant agreements and other agreements in accordance with SPAs procedures; assisting with the monitoring of the budget; plus completing all related job duties as assigned. **This particular position will be focused on industry-sponsored and clinical trial agreements**.

**Qualifications:** To qualify you must have a Bachelor's degree plus a minimum of three years related experience in research or contracts office or a Juris Doctorate. Juris Doctorate or Master's degree with a background in contract review and negotiation are preferred.

NYU Langone Medical Center is an equal opportunity and affirmative action employer committed to diversity and inclusion in all aspects of recruiting and employment.

For questions about the position, please feel free to contact me directly at the email address below.

All the best,

Alex Samsky

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