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# University of Memphis Career Opportunities

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## Assistant Manager, Research Contracts and Subawards

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### Posting Details

#### Posting Information

**Posting Number** SAECC2219

**Advertised Title** Assistant Manager, Research Contracts and Subawards

**Campus Location** Main Campus (Memphis, TN)

**Position Number** 003270

**Category** Staff (Hourly/Monthly)

**Department** Vice President Research

**Minimum Position Qualifications** Bachelor's degree in relevant area and three years of appropriate experience. Relevant experience may substitute for required education.

**Special Conditions** The department is especially interested in applicants with a Law degree and/or related education preferred.

Monday – Friday

**Work Schedule** 8:00 a.m. – 4:30 p.m.

May need to work/travel beyond normal work schedule

**Posting Date** 01/13/2020

**Closing Date** 01/27/2020

**Open Until Screening Begins** No

**Hiring Range** \$60,000 - \$68,000 per year

**Full-Time/Part-Time** Full-Time: Benefits Eligible

**Working Conditions**

While performing the duties of this job, the employee is regularly required to sit; use hands to handle, or feel; and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand; reach with hands and arms; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

**Additional Working Conditions**

**Special Instructions to Applicants**

All applications must be submitted online at [workforum.memphis.edu](http://workforum.memphis.edu). Applicants must complete all applicable sections of the online application to be considered for a position. Please upload a cover letter, resume, and reference list after completing your application, if required by the system. Required work experience is based on full time hours. Part time work experience will be prorated as listed.

**Is this posting for UofM employees only?** No

**Positions Supervised**

May supervise staff based on role and responsibility.

**Knowledge, Skills, and Abilities**

Knowledge of the Federal Acquisition Regulations and thorough understanding of the cost principles contained therein, third party contracting requirements, and state and federal contract law.

International contracting experience or demonstrative knowledge.

Effectively mentor and supervise staff.

Ability to manage multiple priorities in a fast-paced, time-sensitive, customer service environment, demonstrating a strong commitment to providing professional, timely, efficient, and courteous service to the university research community.

Ability to work with minimal direction and supervision and complete projects in a timely manner.

Adaptable to change.

**Additional  
Position  
Information**

**Job Duties**

Initiate, review, negotiate, and authorize/execute all incoming and outgoing contracts and agreements in the Office of Research and Sponsored Programs. Draft contracts and subcontracts utilizing existing UoM templates. Develop contractual language and clauses necessary for unusual services or research and development contracts. Obtain concurrence of Legal Counsel, when needed.

Review and analyze contract budgets and payment schedules for compliance with UoM policy and federal/state regulations and to ensure that the appropriate rates (indirect cost rate and benefit rates) are appropriately applied and personnel cost and other charges appear consistent with the scope of work.

**Duties &  
Responsibilities**

Communicate with sponsors to resolve contractual issues and work with investigators to ensure contract compliance with federal and institutional policies.

Support the activities of the pre-award team by reviewing non-standard award terms prior to proposal submission.

Review and process all Cayuse non-monetary agreements and corporate contract documents including sponsored research agreements, service contracts, intellectual property management plans, NDAs/Confidentiality Agreements, Data Use Agreements, etc.

Assist the Office of Technology Transfer and other FIT Commercialization/Business Development activities as needed and assigned.

**Job Duties**

**Duties &  
Responsibilities**

Maintain up-to-date understanding of rules and regulations governing externally sponsored contracts and subcontracts.

Provide oversight to staff. Participate in training and development programs for OSP personnel, unit-based research staff and PI's as needed/requested. Effectively contribute to the on-going improvement of unit and university processes and systems and outreach, education and training initiatives.

#### Job Duties

#### Duties & Responsibilities

Ensures contract and subaward operating procedures are complete and up-to-date. Work with AVP to develop and update faculty/staff friendly contract and award content for the website.  
Monitor and review Cayuse records to ensure timely responses to faculty and complete and accurate contract files.  
Contribute to OSP reports, programmatic planning, evaluation and/or assessment activities, and campus presentations.  
Serve as administrative backup for Manager of Research and Sponsored Programs as needed and represent the unit on campus committees, task forces, and other such activities as requested.

#### Job Duties

**Duties & Responsibilities** Other duties as assigned.

## Supplemental Questions

Required fields are indicated with an asterisk (\*).

1. Describe your knowledge and work experience with sponsored research, contract preparation and negotiation.

(Open Ended Question)

2. Please describe your experience and prior work with Banner or other university financial systems, as well as with Electronic Research Administration Systems (e.g. Cayuse).

(Open Ended Question)

3. Please describe your prior work experience related to sponsored research administration planning, reporting, and policy.

(Open Ended Question)

4. Please describe your familiarity with federal guidelines and policies related to sponsored programs.

(Open Ended Question)

# Applicant Documents

## Required Documents

1. Resume
2. Cover Letter
3. References List

## Optional Documents

1. Unofficial Transcript

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