

CONTRACT ANALYST (MULTIPLE POSITIONS)

Posting Number	req9093
Department	Senior VP Health Sciences
Department Website Link	
Location	University of Arizona Health Sciences
Address	1670 E Drachman Street, Tucson, AZ 85721 USA
Position Highlights	<p>The University of Arizona Health Sciences (UAHS) Office of Research Administration is looking for a Contract Analyst to work closely with colleagues in a fast-paced environment. This position will offer ample opportunity to work in the world of research administration in support of faculty who conduct research in the multiple colleges that comprise the University of Arizona Health Sciences. The position will work closely with faculty, research staff, study teams, and our medical partner, Banner Health, to coordinate contract negotiations.</p> <p>Research Administration, within the University of Arizona Health Sciences (UAHS), provides concierge-level service to all UAHS investigators in support of research pre- and post-award activities, including sponsored project application submission, contract negotiation, clinical trials, and compliance support.</p> <p>In providing a centralized consortium of research administration professionals, the Office is a one-stop shop for interactions with sponsors and central campus administrative units including the Sponsored Projects Services and the IRB. This is an exciting opportunity to work in a team environment with a strong customer service focus and to play a part in facilitating the groundbreaking research occurring every day at the University of Arizona. Forbes Magazine has named the University of Arizona as one of the state's best places to work in 2021!</p> <p>A successful candidate is responsible for negotiating contracts with representatives of industry, federal and local governments, non-profit foundations, and other universities. The role will support the University of Arizona by negotiating agreements that bring external funding and other forms of support to University research, education, service, and outreach activities. In addition, this position will be responsible for working with faculty in all areas of health sciences to understand their needs, apply university policy, applicable regulations, and legal principles, and employ negotiating skills to successfully complete contracts. Additionally, the Contract Analyst will work closely with our medical partner, Banner Health, to coordinate contract negotiations.</p> <p>Our Contract Analysts will have the opportunity to attend professional conferences as well as other professional development opportunities. Individuals successful in this role will be encouraged to explore opportunities for growth within our team's established career ladder.</p> <p><i>Outstanding UA benefits include health, dental, and vision insurance plans; life insurance and disability programs; paid vacation, sick leave, and holidays; UA/ASU/NAU tuition reduction for the employee and qualified family members; state and optional retirement plans; access to UA recreation and cultural activities; and more!</i></p>

	The University of Arizona has been recognized for our innovative work-life programs. For more information about working at the University of Arizona and relocations services, please click here: https://talent.arizona.edu/ .
Duties & Responsibilities	<ul style="list-style-type: none"> • Review, process, and negotiate assigned agreements, including clinical trial agreements, confidential disclosure agreements, and other research agreements as required. • Coordinate and lead negotiations with internal stakeholders, sponsors, and our medical partners. • Maintain a database to communicate the status of contracts and amendments. • Serve as campus resource for principal investigators, study personnel and other University officials in the agreement review process. • Serve as a conduit to seek and affect successful creative resolutions to contract issues. • Maintain knowledge of current developments in policy, laws, regulations and best practices regulating university agreements. • Assist in providing training to faculty and other study personnel about policies, procedures, forms, laws and regulations related to university agreements. • Other duties as assigned. <p><u>Knowledge, Skills, Abilities:</u></p> <ul style="list-style-type: none"> • Ability to respond quickly and effectively in verbal negotiations and resolve issues with a positive outcome. • Ability to work within tight and conflicting deadlines using organizational and prioritization skills. • Ability to interact collaboratively and effectively with a diverse constituency. • Excellent computer skills in Microsoft Office Suite.
Minimum Qualifications	Bachelor's degree or equivalent advanced learning attained through professional level experience required. Minimum of 5 years of relevant work experience is required.
Preferred Qualifications	<ul style="list-style-type: none"> • An advanced degree such as a Master of Science in a technical field, a Master of Business Administration, or a Juris Doctor. • Demonstrated knowledge of university and sponsor agency policies and procedures. • Experience with UA systems, specifically UAccess Research. • Willingness to work weekend and evening hours when necessary.
FLSA	Exempt
Full Time/Part Time	Full Time
Number of Hours Worked per Week	40
Job FTE	1.0
Work Calendar	Fiscal
Job Category	Research
Benefits Eligible	Yes - Full Benefits
Rate of Pay	\$53,000 - \$65,997, annually
Compensation Type	salary at 1.0 full-time equivalency (FTE)
Grade	8
Career Stream and Level	PC3

Job Family	Grant & Contract Admin
Job Function	Research
Type of criminal background check required:	Name-based criminal background check (non-security sensitive)
Number of Vacancies	2
Target Hire Date	
Expected End Date	
Contact Information for Candidates	Christine Gaul - cagaul@arizona.edu
Open Date	3/10/2022
Open Until Filled	Yes
Documents Needed to Apply	Resume and Cover Letter
Special Instructions to Applicant	
Diversity Statement	<p>At the University of Arizona, we value our inclusive climate because we know that diversity in experiences and perspectives is vital to advancing innovation, critical thinking, solving complex problems, and creating an inclusive academic community. As a Hispanic-serving institution, we translate these values into action by seeking individuals who have experience and expertise working with diverse students, colleagues, and constituencies. Because we seek a workforce with a wide range of perspectives and experiences, we provide equal employment opportunities to applicants and employees without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. As an Employer of National Service, we also welcome alumni of AmeriCorps, Peace Corps, and other national service programs and others who will help us advance our Inclusive Excellence initiative aimed at creating a university that values student, staff and faculty engagement in addressing issues of diversity and inclusiveness.</p>