

| CONTRACT ANALYST (UAHS)   |   |
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| Posting Number            | req11478  |
| Department                | Senior VP Health Sciences   |
| Department Website Link   |   |
| Location                  | University of Arizona Health Sciences   |
| Address                   | 1670 E Drachman St, Tucson, AZ 85721 USA  |
| Position Highlights       | <p>This position is 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 Health Sciences 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 UAHS 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. <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> <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 <a href="#">click here</a>.</p> |
| Duties & Responsibilities | <ul style="list-style-type: none"><li>• Review, process, and negotiate assigned agreements, including clinical trial agreements, confidential disclosure agreements, and other research agreements as required.</li><li>• Coordinates and leads negotiations with internal stakeholders, sponsors, and our medical partners.</li><li>• Maintain a database to communicate the status of contracts and amendments.</li><li>• Serve as campus resource for principal investigators, study personnel and other University officials in the agreement review process.</li><li>• Ability to respond quickly and effectively in verbal negotiations and resolve issues with a positive outcome.</li></ul>   |

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|  | <ul style="list-style-type: none"> <li>• Serve as a conduit to seek and affect successful creative resolutions to contract issues.</li> <li>• Maintain knowledge of current developments in policy, laws, regulations and best practices regulating university agreements.</li> <li>• Ability to work within tight and conflicting deadlines using organizational and prioritization skills.</li> <li>• Ability to interact collaboratively and effectively with a diverse constituency.</li> <li>• Assist in providing training to UACC faculty and other study personnel about policies, procedures, forms, laws and regulations related to university agreements.</li> <li>• Other duties as assigned.</li> </ul> <p><u>Knowledge, Skills, and Abilities (KSAs):</u></p> <ul style="list-style-type: none"> <li>• Maintain knowledge of current developments in policy, laws, regulations and best practices regulating university agreements.</li> <li>• Ability to work within tight and conflicting deadlines using organizational and prioritization skills.</li> <li>• Ability to interact collaboratively and effectively with a diverse constituency.</li> <li>• Ability to respond quickly and effectively in verbal negotiations and resolve issues with a positive outcome.</li> <li>• Serve as a conduit to seek and affect successful creative resolutions to contract issues.</li> </ul> |
| <b>Minimum Qualifications</b>          | <ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent advanced learning attained through professional level experience required.</li> <li>• Minimum of 5 years of relevant work experience is required.</li> </ul>  |
| <b>Preferred Qualifications</b>        | <ul style="list-style-type: none"> <li>• An advanced degree such as a Master of Science in a technical field, a Master of Business Administration, or a Juris Doctor.</li> <li>• Demonstrated knowledge of university and sponsor agency policies and procedures.</li> <li>• Experience with UA systems, specifically UAccess Research.</li> <li>• Excellent computer skills in Microsoft Office Suite.</li> <li>• Willingness to work weekend and evening hours when necessary.</li> </ul>  |
| <b>FLSA</b>                            | Exempt   |
| <b>Full Time/Part Time</b>             | Full Time  |
| <b>Number of Hours Worked per Week</b> | 40   |
| <b>Job FTE</b>                         | 1.0  |
| <b>Work Calendar</b>                   | Fiscal   |
| <b>Job Category</b>                    | Research   |
| <b>Benefits Eligible</b>               | Yes - Full Benefits  |
| <b>Rate of Pay</b>                     | \$53,463 - \$70,037, annually  |
| <b>Compensation Type</b>               | salary at 1.0 full-time equivalency (FTE)  |

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| <b>Grade</b>                                       | 8   |
| <b>Career Stream and Level</b>                     | PC3   |
| <b>Job Family</b>                                  | Grant & Contract Admin  |
| <b>Job Function</b>                                | Research  |
| <b>Type of criminal background check required:</b> | Name-based criminal background check (non-security sensitive)   |
| <b>Number of Vacancies</b>                         | 1   |
| <b>Target Hire Date</b>                            |   |
| <b>Expected End Date</b>                           |   |
| <b>Contact Information for Candidates</b>          | Christine Gaul   cagaul@email.arizona.edu   520-626-1542  |
| <b>Open Date</b>                                   | 8/24/2022   |
| <b>Open Until Filled</b>                           | Yes   |
| <b>Documents Needed to Apply</b>                   | Resume and Cover Letter   |
| <b>Special Instructions to Applicant</b>           |   |
| <b>Diversity Statement</b>                         | <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> |