

## Assistant Director for Contracts and Agreements

Appalachian State University seeks candidates for the position of Assistant Director for Contracts and Agreements. App State's Sponsored Programs unit within the Office of Research supports expanding research activity in beautiful Boone, NC. Boone and surrounding communities offer events and festivals, outdoor recreation for all seasons, eclectic eateries, and unique shopping experiences on and off the Blue Ridge Parkway.

Reporting to the Sr. Associate Director of Sponsored Programs, the Assistant Director for Contracts and Agreements independently manages the tracking, negotiation, administration and all records for contracts and a variety of agreements associated with sponsored project activity for all university units. This individual will create a variety of outgoing agreements using approved templates, review and negotiate various types of in-coming contracts and agreements (master, cooperative, sub-recipient, material transfer, data use, confidentiality, etc.) with a variety of partners (private, industry, state, federal, etc.) on behalf of the university in support of research and other sponsored project activity.

### Required Qualifications

- Bachelor's Degree from an accredited institution
- 2 years of directly related experience
- Skills and experience with contract/agreement preparation, review and negotiation
- Experience working with a variety of collaborators/sponsors and agreement types
- Experience using a variety of computer applications and databases
- Ability to work under pressure, prioritize, meet deadlines, and process large amounts of information
- Effective communicator who can assist diverse clientele using multiple modalities (i.e., face-to-face, telephone, written, zoom, etc.)
- Ability to work independently or as a member of a large, complex support team

The Assistant Director for Contracts and Agreements is a full-time, EHRA (exempt) position. Remote/hybrid work is an option.

This posting will remain open until filled. Salary (\$55 - \$74,000) will be commensurate with experience.

For more information, visit our Website at <https://orsp.appstate.edu/about/sponsored-programs>. You may also contact Ms. Charna Howson, Director of Sponsored Programs at [howsonck@appstate.edu](mailto:howsonck@appstate.edu) or call 828-262-7311 with your inquiries.

Access the full position description and apply on-line at:

<https://appstate.peopleadmin.com/postings/42848>

Appalachian State University is an Affirmative Action/Equal Opportunity Employer.

Come join us; the mountains are calling!