

CONTRACT ANALYST, SENIOR	
Posting Number	req19654
Department	Senior VP Health Sciences
Department Website Link	https://research.uahs.arizona.edu/
Location	University of Arizona Health Sciences
Address	Tucson, AZ USA
Position Highlights	<p>This position 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.</p> <p>Our Contract Analysts, Sr. 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. May be required to work weekend and evening hours when necessary.</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; 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 click here.</p>
Duties & Responsibilities	<ul style="list-style-type: none">• Review, processes and negotiates assigned agreements, including clinical trial agreements, confidential disclosure agreements, incoming subawards, data use agreements, and other agreements as required.• Routinely work with the Office of General Counsel, Tech Launch Arizona, Risk Management, Export Control, and other university administrative offices.• Coordinates and leads negotiations with internal stakeholders, sponsors, and our medical partners.• Reviews and independently negotiates terms and compliance requirements for grants, funded agreements, and non-funded agreements.• Serve as a conduit to seek and affect successful creative resolutions to contract issues.• Maintain a database to communicate the status of contracts and amendments.

	<ul style="list-style-type: none"> • Serve as campus resource for principal investigators, study personnel and other University officials in the agreement review process. • Advise, assist and provide training to faculty and other study personnel about policies, procedures, forms, laws and regulations related to university agreements. • Assists with the formulation of guidelines, procedures, and the development of templates and other agreement tools. • Other duties as assigned. <p>Knowledge, Skills, and Abilities (KSAs):</p> <ul style="list-style-type: none"> • Demonstrated knowledge of university and sponsor agency policies and procedures. • Maintain knowledge of current developments in policy, laws, regulations, and best practices regulating university agreements. • Ability to work within tight and conflicting deadlines using organizational and prioritization skills. • Ability to interact collaboratively and effectively with a diverse constituency. • Ability to respond quickly and effectively in verbal negotiations and resolve issues with a positive outcome. • Serve as a conduit to seek and affect successful creative resolutions to contract issues. • Excellent computer skills in Microsoft Office Suite. • Ability to interact professionally and effectively with investigators, sponsors, and cross-functional teams.
Minimum Qualifications	<ul style="list-style-type: none"> • Bachelor's degree or equivalent advanced learning attained through professional level experience required. • Eight (8) years of relevant work experience, or equivalent combination of education and work experience.
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. • Experience with UA systems, specifically UAccess Research.
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	\$75,540 - \$98,201
Compensation Type	salary at 1.0 full-time equivalency (FTE)
Grade	10

Compensation Guidance	<p>The Rate of Pay Field represents the University of Arizona’s good faith and reasonable estimate of the range of possible compensation at the time of posting. The University considers several factors when extending an offer, including but not limited to, the role and associated responsibilities, a candidate’s work experience, education/training, key skills, and internal equity.</p> <p>The Grade Range Minimum, Midpoint, and Maximum Fields listed below represent a full range of career compensation growth over time in this position and grade. Each unit typically sets starting pay between minimum and midpoint upon hire. The university offers compensation growth opportunities within its career architecture. To learn more about compensation, please review our Applicant Compensation Guide and our Total Rewards Calculator.</p>
Grade Range Minimum	\$75540
Grade Range Midpoint	\$98201
Grade Range Maximum	\$120863
Career Stream and Level	PC4
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	1
Target Hire Date	
Expected End Date	
Contact Information for Candidates	Christine Gaul cagaul@arizona.edu
Open Date	5/29/2024
Open Until Filled	Yes
Documents Needed to Apply	Resume and Cover Letter
Special Instructions to Applicant	Please note: If invited to interview, please be prepared to provide three (3) professional references.
Diversity Statement	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.

Notice of Availability of the Annual Security and Fire Safety Report

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), each year the University of Arizona releases an [Annual Security Report \(ASR\)](#) for each of the University's campuses. These reports disclose information including Clery crime statistics for the previous three calendar years and policies, procedures, and programs the University uses to keep students and employees safe, including how to report crimes or other emergencies and resources for crime victims. As a campus with residential housing facilities, the Main Campus ASR also includes a combined Annual Fire Safety report with information on fire statistics and fire safety systems, policies, and procedures.

Paper copies of the Reports can be obtained by contacting the University Compliance Office at cleryact@arizona.edu.