



BENEFITS AT UNO

Health/Dental/Vision Insurance
Prescription Drug Coverage
TeleDoc
Life Insurance
Long Term Care insurance
Long Term Disability Insurance
Employee + One Coverage
Flexible Spending Account
Dependent Care Flexible Spending Account
Employee and Dependent Scholarships
Paid Holidays
Retirement (401a, 457, 403b)

PERKS AT UNO

Durango Discounts Program
MavRIDE Free Bus Pass
Discounted Wellness Center Membership
Professional Development Opportunities
Attend On-Campus Events (concerts, theatre, sports, lectures)
Inclusive Environment

APPLY TODAY:

<https://unomaha.peopleadmin.com/postings/20975>



Now Hiring!

CONTRACTS & AWARDS ADMINISTRATOR II

Full Time | Monday - Friday
\$63,700 - \$74,200 per year

The Contracts & Awards Administrator II is responsible for drafting, reviewing, interpreting, analyzing, and negotiating contracts and agreements with federal, state, private, and local government sponsors in support of UNO's sponsored activities. This role primarily focuses on contracts and award agreements with occasional complex negotiations; including reviewing, processing, and negotiating incoming and outgoing subawards/subcontracts to ensure compliance with terms and conditions. The Contracts & Awards Administrator II assists in providing strategic input, risk assessments, and compliance analysis for various contracts and agreements, contributing to the overall success of UNO's research and creative activity endeavors. Additionally, this role participates in maintaining and performing periodic reviews of UNO's contract and agreement templates under the guidance of the Senior Contracts & Awards Administrator and University legal counsel. Furthermore, they provide some mentorship to the Contracts & Awards Administrator I, participate in formal and informal trainings and are actively engage in professional development of team members by providing guidance and support as needed.

MINIMUM QUALIFICATIONS

- Minimum of 3 years of experience with contractual or grant management in an office, agency, or educational institution.
- Experience reviewing, processing incoming and outgoing subawards using FDP templates or other documents when FDP templates are not appropriate with outside subrecipients.
- Understanding of subawards principles and subcontracting principles.
- Familiarity with federal regulations such as Federal Acquisition Regulations (FAR), Defense Federal Acquisition Regulations (DFAR), Federal Code Regulations (FCR), and Office of Management and Budget (OMB) Uniform Guidance.
- Ability to read and understand contractual terms and conditions.
- Familiarity with PC operation and basic software applications (Microsoft Windows, spreadsheets, word processing, and email).