

Contract Analyst, Research Administration (Remote)

Posting Number	req22177
Department	Senior VP Health Sciences
Department Website Link	https://healthsciences.arizona.edu/research/research-administration
Location	To Be Determined
Address	USA
Position Highlights	<p>The Office of Research Administration in the University of Arizona Health Sciences Division invites qualified applicants for the position of Contract Analyst. 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. The Contract Analyst will also 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>Please Note: Candidates working anywhere in the U.S. may be considered for a remote assignment. If you are selected for this position and are employed to work remotely from outside of Arizona, your overtime exemption status will depend on the laws of the state where you perform your work. For employees working outside of Arizona, you may be hired as an hourly employee in accordance with state laws. A comparable hourly rate range would be: \$31.59 - \$41.06. These changes would not affect the position duties as outlined.</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</i></p>

for the employee and qualified family members; retirement plans; access to UA recreation and cultural activities; and more!

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](#).

Duties & Responsibilities

- Review, process, and negotiate assigned agreements, including clinical trial agreements, confidential disclosure agreements, and other research agreements as required.
- Coordinates and leads negotiations with internal stakeholders, sponsors, and our medical partners.
- Maintain a database to communicate the status of contracts and amendments.
- 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.

Knowledge, Skills, and Abilities:

- Ability and willingness to work weekend and evening hours when necessary.
- Demonstrated knowledge of university and sponsor agency policies and procedures.
- Excellent computer skills in Microsoft Office Suite.
- 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 serve as campus resource for principal investigators, study personnel and other University officials in the agreement review process.
- Ability to respond quickly and effectively in verbal negotiations and resolve issues with a positive outcome.
- Ability to serve as a conduit to seek and affect successful creative resolutions to contract issues.

Minimum Qualifications

- Bachelor's degree in a technical or business-related field.
- Minimum of five (5) years of experience in a university, legal, healthcare, or business environment in research administration, contracting, business development, or

	research management, OR equivalent combination of experience and education.
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, or similar systems.
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	\$65,687 - \$85,393
Compensation Type	salary at 1.0 full-time equivalency (FTE)
Grade	9
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	\$65687
Grade Range Midpoint	\$85393
Grade Range Maximum	\$105099
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	1
Target Hire Date	
Expected End Date	
Contact Information for Candidates	Christine Gaul, Senior Director of Research Operations cagaul@arizona.edu
Open Date	3/10/2025
Open Until Filled	Yes
Documents Needed to Apply	Resume and Cover Letter
Special Instructions to Applicant	<p>The application window is anticipated to close on Wednesday, March 19, 2025.</p> <p>Please note: If invited to interview, please be prepared to provide three (3) professional references.</p>
Notice of Availability of the Annual Security and Fire Safety Report	<p>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.</p> <p>Paper copies of the Reports can be obtained by contacting the University Compliance Office at cleryact@arizona.edu.</p>