

## CONTRACT ANALYST, SENIOR (OFFICE OF RESEARCH ADMINISTRATION) (REMOTE)

Posting Number	req22475
Department	Senior VP Health Sciences
Department Website Link	<a href="https://healthsciences.arizona.edu/research/research-administration">https://healthsciences.arizona.edu/research/research-administration</a>
Location	To Be Determined
Address	USA
Position Highlights	<p>The Office of Research Administration with the University of Arizona Health Sciences invites applications for the position of Contract Analyst, Senior (Grant &amp; Contract Administrator IV). This position serves as a senior contract negotiator for complex research agreements that support the University of Arizona's research, education, service, and outreach missions. The position leads the negotiation of a wide range of research-related contracts with industry, government agencies, foundations, and academic partners. Working independently and with considerable latitude, this role consults with principal investigators, university stakeholders, and external sponsors to ensure that agreements align with university policy and sponsor requirements.</p> <p>The position applies advanced knowledge of research compliance, contract law, and institutional policy to develop and redline contract language, craft innovative solutions, and provide strategic input. This position may also serve as a subject matter expert on university committees, lead initiatives to standardize practices, and provide guidance to junior contract analysts. 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: \$36.32 - \$47.22. 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 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 <a href="#">click here</a>.</p>
Duties & Responsibilities	<p><b>Contract Review and Analysis:</b></p> <ul style="list-style-type: none"><li>Independently reviews and analyzes complex agreements, including research collaboration agreements, clinical trial agreements, confidential disclosure agreements, incoming subawards, data use agreements, and other agreements as required.</li></ul>

- Evaluates sponsor terms for alignment with university policies, applicable federal and state regulations, and risk tolerance.
- Engages internal stakeholders, (e.g., Office of General Counsel, Risk Management, Export Control, Tech Launch Arizona) to evaluate complex or ambiguous contract terms. Collaborates with these partners to develop creative solutions to novel projects.
- Advises, assists and trains faculty and other study personnel regarding policies, procedures, forms, laws and regulations related to university agreements.
- Maintains thorough documentation and database records to track contract terms, risk considerations, and negotiation outcomes.

#### **Drafting and Redlining Contract Language:**

- Independently redlines complex, non-standard contract terms, applying advanced judgment to propose alternative terms that align with university policy, mitigate risk, and protect institutional interests.
- Drafts original language for unique or collaborative research agreements where existing templates do not apply, often partnering with external institutions and legal teams to tailor terms.
- Adapts and customizes agreement templates for multi-party or novel arrangements, considering project-specific requirements, University needs and sponsor expectations.

#### **Contract Negotiation:**

- Serves as lead negotiator on a broad range of funded and non-funded research contracts, representing the University's interests in interactions with sponsors, partner institutions, and legal representatives.
- Manages the full lifecycle of the negotiation process, often without precedent or pre-approved or templated language, and completes negotiations within expected timelines.
- Engages directly with principal investigators to understand project goals and ensure contract terms reflect the project's needs.
- Represents the university in meetings with external sponsors (e.g., NIH, Gates Foundation, Pfizer) and independently manages the resolution of complex contract terms to reach mutually acceptable terms.

#### **Expert Consultation:**

- Maintains knowledge of current developments in policy, laws, regulations and best practices regulating university agreements.
- Represents the department on institutional committees and cross-campus initiatives, contributing subject matter expertise to policy development and process improvement efforts.
- Provides strategic recommendations to unit leadership and helps shape operational best practices.
- Offers technical guidance and informal oversight to junior team members; serves as a point of escalation for complex agreement issues.

#### **Knowledge, Skills, and Abilities:**

- Expert-level knowledge of contract negotiation, research administration, and applicable federal and sponsor regulations.

	<ul style="list-style-type: none"> <li>• Ability to independently negotiate complex, non-standard agreements and propose strategic alternatives that align with university policy and research goals.</li> <li>• Advanced redlining and drafting skills, with the ability to develop original language for unique or multi-party research agreements.</li> <li>• Skilled in balancing competing priorities and managing high-volume workloads under tight deadlines with minimal supervision.</li> <li>• Excellent interpersonal, verbal, and written communication skills for effective collaboration with faculty, external sponsors, legal counsel, and university stakeholders.</li> <li>• Demonstrated knowledge of university and sponsor agency policies and procedures.</li> <li>• Excellent computer skills in Microsoft Office Suite.</li> </ul>
<b>Minimum Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in a technical or business-related field.</li> <li>• Minimum of 8 years in a university, legal, healthcare, or business environment in research administration, contracting, business development, or research management OR equivalent combination of experience and education.</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>• Experience with University of Arizona systems, specifically UAccess Research, or similar systems.</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>	\$75,540 - \$98,201
<b>Compensation Type</b>	salary at 1.0 full-time equivalency (FTE)
<b>Grade</b>	10
<b>Compensation Guidance</b>	<p>The <b>Rate of Pay Field</b> 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 <b>Grade Range Minimum, Midpoint, and Maximum Fields</b> listed below represent a full range of career compensation growth over time in this position and grade. Each unit typically sets starting pay between</p>

	minimum and midpoint upon hire. The university offers compensation growth opportunities within its career architecture. To learn more about compensation, please review our <a href="#">Applicant Compensation Guide</a> and our <a href="#">Total Rewards Calculator</a> .
<b>Grade Range Minimum</b>	\$75540
<b>Grade Range Midpoint</b>	\$98201
<b>Grade Range Maximum</b>	\$120863
<b>Career Stream and Level</b>	PC4
<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>	Chris Gaul, Senior Director of Research Operations   cagaul@arizona.edu
<b>Open Date</b>	4/14/2025
<b>Open Until Filled</b>	Yes
<b>Documents Needed to Apply</b>	Resume and Cover Letter
<b>Special Instructions to Applicant</b>	<p><b>Please Note: The application window is anticipated to close Tuesday, April 22, 2025.</b></p> <p>If invited to interview, please be prepared to provide three (3) references.</p>
<b>Notice of Availability of the Annual Security and Fire Safety Report</b>	<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 <a href="#">Annual Security Report (ASR)</a> 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 <a href="mailto:cleryact@arizona.edu">cleryact@arizona.edu</a>.</p>