

Senior Contracts Manager
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=229447>

Downloaded On: May. 8, 2024 7:44pm

Posted Jan. 24, 2024, set to expire Jul. 12, 2024

Job Title Senior Contracts Manager
Department Stevens Office of Sponsored Programs
Institution Stevens Institute of Technology
Hoboken, New Jersey

Date Posted Jan. 24, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Legal
Business & Administration

Job Website https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Senior-Contracts-Manager_RQ27749

Apply By Email

Job Description

Job Description

POSITION SUMMARY

It takes a team of extraordinary talent to propel a University on the Rise. When you work at Stevens, you join a talented, diverse, and inclusive community of employees who work together to support the education, research, and innovation mission of the University.

We are seeking an accomplished individual to join our team as the Senior Contracts Manager. In this pivotal role, you will assume direct responsibility and oversight for various aspects of contract

Senior Contracts Manager Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=229447>

Downloaded On: May. 8, 2024 7:44pm

Posted Jan. 24, 2024, set to expire Jul. 12, 2024

negotiation and subaward administration, including reviewing and negotiating sponsored research contracts, agreements and subcontracts, making recommendations on terms, compliance risks and other contractual issues by interpreting University as sponsor policies and procedures and applying university, state and federal rules and regulation as they relate to sponsored research. The Senior Contracts manager will collaborate with various departments and external partners to facilitate the successful contract negotiations and implementation of subawards.

The Stevens Office of Sponsored Programs (OSP) serves as the University's central business function that provides research administration services to the research community. The Senior Contracts Manager reports to the Director of the Office of Sponsored Programs. This is full-time hybrid position with the option to work remotely. In this role, the Senior Contracts Manager provides the following services:

KEY RESPONSIBILITIES:

Contracts/AgreementNegotiation:

- Independently draft, review and negotiate new sponsored research agreements for compliance with University policies, federal and state law and regulations, including terms regarding intellectual property, publication, insurance/indemnification, export control, governing law, disputes, budget, invoicing and payment.
- Independently draft, review and negotiate non-financial research agreements, including non-disclosure agreements, material transfer agreements, data use agreements, teaming arrangements, etc. to align with University policies and federal and state law and regulations.
- Independently submit detail written exceptions and recommendations on contractual language in a timely manner to sponsors; coordinate negotiation meetings, as required, regarding contractual language with sponsor/contracting party legal offices, technical representatives and University researchers.

Research/Compliance

- Review documentation upon receipt of agreement for compliance with University policies, federal and state law, including issues related to environmental health and safety, human subjects (IRB), animal subjects (IACUC), financial conflict of interest (FCOI), and budgetary compliance for cost sharing, time and effort, and facilities and administrative costs.
- Coordinate with Export Control Officer on review of potential export control risks arising from agreements; coordinate the execution of Technology Control Plans (TCPs) to ensure compliance

Senior Contracts Manager Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=229447>

Downloaded On: May. 8, 2024 7:44pm

Posted Jan. 24, 2024, set to expire Jul. 12, 2024

with export control requirements.

- Coordinate with the Information Security Office in review of potential information security risks arising from agreements; coordinate the execution of Confidential Data Control Plans (CDCPs) to ensure compliance with information security concerns.

Subaward Administration:

- Independently draft, review, and negotiate subaward agreements and modifications to comply with project, sponsor, institutional, state and Federal policies and regulations as appropriate.
- Coordinate subaward negotiation calls and meetings regarding contractual language with appropriate subrecipient and institutional representatives including but not limited to legal and technical representatives, University researchers, and appropriate University offices involved in the review and handling of various contractual issues, if required.

Subaward Monitoring and Compliance:

- Initiate and engage in subrecipient risk assessments at the beginning and throughout the subaward lifecycle.
- In coordination with the Research Compliance Specialist and project teams, develop and implement a monitoring plan for subawards to ensure compliance with project objectives, timelines, and budgets; communicate with the principal investigator and/or subrecipient, when needed, to resolve compliance issues.
- In coordination with the project teams, review and approve subrecipient financial reports, invoices, and expenditure documentation; ensure timely and accurate payments to subrecipients, address financial discrepancies, and ensure proper resolution.
- Identify and mitigate risks associated with subawards; develop and implement risk management strategies to ensure successful subaward implementation.

Communication and Collaboration:

- Foster effective communication and collaboration with sponsors, subrecipients, project teams, and relevant stakeholders.
- Serve as the main point of contact for agreements and subrecipients.
- Contribute to the development and implementation of policies and procedures for contract negotiation and subawards; make recommendations for policy and process changes or new processes to meet audit requirements.
- Provide input in the interpretation of federal, state or other contracts, grants and funding regulations, University and OSP policies and procedures.

**Senior Contracts Manager
Stevens Institute of Technology**

Direct Link: <https://www.AcademicKeys.com/r?job=229447>

Downloaded On: May. 8, 2024 7:44pm

Posted Jan. 24, 2024, set to expire Jul. 12, 2024

Required Qualifications, Skills, and Knowledge:

- Must be a US Person.
- Bachelor's degree in a relevant field.
- 5+ years' experience in preparation, processing and negotiation of contracts, subawards and/or grants administration experience.
- In-depth knowledge of regulatory, sponsor, and institutional policies related to sponsored research in higher education. in the negotiation of subaward agreements.

Preferred Qualifications, Skills, and Knowledge:

- Graduate or professional degree in business administration, public administration or law.
- More than the requires years' experience in preparation, processing, and negotiation of research contracts and subaward agreements.
- Familiarity with negotiating Department of Defense IDIQ Agreements
- Familiarity with a University Afiliated Research Center (UARC)
- Familiarity with complex agreements
- Familiarity with grants management systems, particularly InfoEd
- Membership in NCURA, SRAI, and/or other professional research administration associations
- Certified (Pre-Award/Financial) Research Administrator

Department

Office of Sponsored Programs

General Submission Guidelines:

Please submit an online application to be considered a candidate for any job at Stevens. Please attach a cover letter and resume with each application. Other requirements for consideration may depend on the job.

**Senior Contracts Manager
Stevens Institute of Technology**

Direct Link: <https://www.AcademicKeys.com/r?job=229447>

Downloaded On: May. 8, 2024 7:44pm

Posted Jan. 24, 2024, set to expire Jul. 12, 2024

Academic Submission Guidelines:

Please submit:

- Cover letter
- Curriculum vitae
- Research statement
- Teaching statement that includes a) teaching interests, b) teaching philosophy, and c) a plan on how to create an inclusive environment for students of all backgrounds in terms of classroom teaching, student advising, and graduate student mentoring
- Contact info for at least 2-3 references (school-specific; please refer to job posting)

Still Have Questions?

If you have any questions regarding your application, please contact Jobs@Stevens.edu.

**Senior Contracts Manager
Stevens Institute of Technology**

Direct Link: <https://www.AcademicKeys.com/r?job=229447>

Downloaded On: May. 8, 2024 7:44pm

Posted Jan. 24, 2024, set to expire Jul. 12, 2024

EEO Statement:

Stevens Institute of Technology is an Equal Opportunity Employer. Accordingly, Stevens adheres to an employment policy that prohibits discriminatory practices or harassment against candidates or employees based on legally impermissible factor(s) including, but not necessarily limited to, race, color, religion, creed, sex, national origin, nationality, citizenship status, age, ancestry, marital or domestic partnership or civil union status, familial status, affectional or sexual orientation, gender identity or expression, atypical cellular or blood trait, genetic information, pregnancy or pregnancy-related medical conditions, disability, or any protected military or veteran status.

Stevens is building a diverse faculty, staff, and student body and strongly encourages applications from people of all backgrounds. Stevens is a federal contractor under the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) and the Rehabilitation Act of 1973, as well as other federal statutes.

NSF ADVANCE Institution Stevens values diversity and seeks candidates who will contribute to a welcoming and inclusive environment for students, faculty, and staff of all backgrounds. We are an NSF ADVANCE institution committed to equitable practices and policies and strongly encourage applications from women, racial and ethnic minority candidates, veterans, and individuals with disabilities.

Jeanne Clery Disclosure:

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Department of Public Safety is required to publish an annual security report which includes statistics mandated by the Clery Act. Click [here](#) for a copy of this report.

Contact Information

**Senior Contracts Manager
Stevens Institute of Technology**

Direct Link: <https://www.AcademicKeys.com/r?job=229447>

Downloaded On: May. 8, 2024 7:44pm

Posted Jan. 24, 2024, set to expire Jul. 12, 2024

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

,