

Director of Contracts
University at Buffalo, The State University of New York

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Posted May 15, 2024, set to expire Sep. 14, 2024

Job Title	Director of Contracts
Department	Sponsored Projects Services
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	May 15, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Financial Planning/Budget Management
Job Website	https://www.ubjobs.buffalo.edu/postings/50153

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Job Description

Sponsored Research Administration (SRA) within the Vice President for [Research and Economic Development](#) division at the State University of New York at Buffalo is searching for a **Director of Contracts**.

In this pivotal role, you will collaborate with diverse faculty members to drive forward cutting-edge research endeavors aimed at addressing real-world challenges. The Director of Contracts will spearhead the management of a dynamic team of contracts professionals, overseeing the drafting, review, and negotiation of a wide array of agreements, including but not limited to research agreements, collaboration agreements, clinical trial agreements, and data use agreements.

Responsibilities include, but are not limited to, the following:

- Lead and mentor a team of contracts managers, providing guidance and support in the drafting,

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review, and negotiation of various contractual documents to ensure alignment with organizational objectives and compliance with legal requirements.

- Navigate intricate contractual landscapes, making strategic decisions and resolving complex contractual issues while adeptly managing risks and ensuring steadfast compliance with pertinent laws and regulations.
- Serve as a trusted advisor to leadership and stakeholders, providing expert guidance on contractual matters and industry trends. Leading institutional initiatives like CMMC development and representing the university for inter-SUNY items.
- Serve as a trusted advisor to leadership and stakeholders, offering expert insights on contractual matters, industry best practices, and emerging trends to inform decision-making processes and drive organizational excellence.
- Cultivate an inclusive and nurturing work environment that fosters professional growth, encourages collaboration, and fosters a sense of fulfillment and satisfaction among team members.
- Collaborate with SRA leadership and other UB business offices to develop policies and procedures aimed at streamlining and enhancing transparency in the contract review process.

As an integral member of UB's research administration team, incumbents will have access to a plethora of training opportunities tailored to enhance their skills and knowledge. Moreover, there are ample prospects for career advancement and professional development.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate



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in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Contact Information

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

Contact

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