

Specialist, Senior Contract Alcorn State University

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Posted Aug. 21, 2024, set to expire May 10, 2025

Job Title	Specialist, Senior Contract
Department	University Compliance
Institution	Alcorn State University Lorman, Mississippi
Date Posted	Aug. 21, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Legal
Job Website	https://jobopps.alcorn.edu/postings/7289
Apply By Email	
Job Description	

The Senior Contract Specialist must have significant prior experience negotiating and finalizing complex agreements, knowledge of export control laws, copyright law, publication policy, intellectual property rights, and data ownership. Additionally, the incumbent must possess working knowledge of conflict-of-interest regulations and knowledge of Federal Acquisition Processes and Federal Acquisition Regulations (FAR). JD Law Degree or a strong legal background is desired.

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Knowledge Skills and Abilities

- Ability to be precise, thorough, reliable, work independently, adapt to frequent changes in rapidly evolving research projects, and possess the abilities to reason, think logically and analyze situations to propose and implement resolutions for problems or concerns.
- Ability to assist with preparing budgets and monitoring post-award compliance and resolving post-award issues.
- Must have exceptionally strong communication skills and ability to effectively and clearly answer inquiries from team members, external partners.
- Experience working in a fast paced and multi-tasking environment.

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Essential Job Functions

- Provides pre-award and post-award acquisition support services involving researching, analyzing, and reviewing applicable regulations, departmental policies, created procurement instruments (e.g., modifications, orders, etc.) cooperative agreements, contracts, and grants. Procurement actions range from very simple to highly complex and include both fixed-price and cost-reimbursement contract types. The work requires attention to details and thorough documentation.
- Reviews and negotiates research related agreements that may include industry and government contracts, and other agreements, such as non-disclosure agreements, memoranda of understanding, material transfer agreements and intellectual property agreements; to ensure consistency with university policies as well as state, local and federal laws.
- Works with the Socially Disadvantaged Farmers and Ranchers Policy Research Center on all aspects of proposal preparation and submission including interpretation and clarification of sponsor guidelines, proposal budget development and review, completion of required sponsor forms, assurances, and certifications; collection of pertinent data, as appropriate; compilation and review of proposal components for accuracy, consistency and compliance with sponsor guidelines.
- Develops, negotiates, and maintains various other agreements including, but not limited to, master agreements, teaming agreements, confidentiality, material transfer, technology transfer and intellectual property agreements for the Socially Disadvantaged Farmers and Rancher Policy Research Center.
- Participates in meetings to include post-award conferences, periodic progress reviews, acquisition planning and other meetings as required.
- Assists the University with preparing solicitations, acquisition plans, source selection plans, and other documents required for procurement of goods and services.
- Assists with the development and implementation of policies for sponsored programs, intellectual property, and research compliance that are consistent with university policies, federal and state laws.
- Prepares modifications for various contractual actions to include, but not limited to, contracts, purchase/delivery/task orders.
- Administers and/or closeout contracts.
- Other related duties, as assigned by supervisor



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Qualifications

A Bachelor's degree with three or more years of experience. Qualified individuals with Advanced degrees such as Ph.D., J.D., or LL.M are strongly encouraged to apply.

Contact Information

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

Contact