

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

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Posted Jan. 29, 2025, set to expire Aug. 4, 2025

Job Title	Contracts Manager
Department	Technology Transfer
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jan. 29, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Research Legal
Job Website	https://www.ubjobs.buffalo.edu/postings/55518
Apply By Email	

Job Description

UB Business and Entrepreneur Partnerships (BEP) is seeking a **Contracts Manager** to help facilitate industry-sponsored research and technology transfer of innovative new technologies necessary to get novel products to market and to foster economic growth in the Western New York Community. You will work with diverse faculty who are conducting leading-edge research to enable the creation and testing of innovations that solve real-world problems. In this role, you will be part of the Technology Transfer team and will work with the Office of Sponsored Projects Services (SPS) and other BEP staff to enable industry-sponsored research and technology transfer at UB.

Key responsibilities include:

- Preparing, drafting, reviewing, and negotiating the terms and conditions of contracts involving

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and supporting University at Buffalo research activities and intellectual property. These activities include, for example, serving as the lead negotiator for industry sponsored research, license, and option agreements.

- Responsible for drafting, negotiating, and executing the terms and conditions of a wide variety of agreements, primarily in the areas of industry-related research and intellectual property, to enable industry partnerships while ensuring compliance with University and Research Foundation policies.
- Responsible for coordinating with internal customers such as Principal Investigators, study staff and Technology Transfer staff, and the Office of Sponsored Projects Services to obtain technical information, budgets, protocols, and scopes-of-work for pre-award contract negotiation and execution, transitioning executed agreements to SPS for post-award activity, and utilizing and maintaining the contracts database.

The successful candidate is expected to stay apprised of evolving regulations, trends, and standards relative to technology transfer, industry sponsored research, and to incorporate those into future agreements in consultation with SUNY and Research Foundation policies. This includes utilization of internal databases related to contract maintenance.

We welcome candidates whose experience has prepared them to contribute to our commitment to diversity and excellence. Women, minorities, individuals with disabilities and veterans are encouraged to apply. Please check out our [Careers](#) website.

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. Visit our benefits website to learn 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 in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender



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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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