

Contract Administrator
Embry-Riddle Aeronautical University

Direct Link: <https://www.AcademicKeys.com/r?job=130589>

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Posted Oct. 3, 2019, expired Feb. 2, 2020

Job Title Contract Administrator

Department

Institution Embry-Riddle Aeronautical University
Daytona Beach, Florida

Date Posted Oct. 3, 2019

Application Open until filled

Deadline

Position Start Available immediately

Date

Job Categories Professional Staff

Academic Field(s) Legal Services
Fiscal Services

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Job Description

Embry-Riddle Aeronautical University is currently recruiting for an experienced Contract Administrator. This critical member of the team will provide contract administration for groups of projects spread among internal and external team members including guidance on what issues may present a compliance liability to the university. Serves as an on-going liaison between university administration, principal investigators, faculty, and staff. Responsible for providing guidance to principal investigators regarding government and industry proposals and contracts, including but not limited to adherence to the FAR's, OMB, and other government contract regulations including applicable policies, procedures, rules and regulations of the university and sponsoring agency. Responsible for monitoring and reporting on budget management of contracts awarded to the university. Responsible for recording and maintaining contract information in the university systems.



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Responsibilities include the following:

Manage proposal submissions for government and industry research contracts, including: provide guidance to principal investigators, project budget creation and review, compliance review, and interpretation of funding agency regulations.

Manage awarded research contracts, including fiscal management, invoicing, monitoring of allowable expenses, cost sharing, tracking and reporting contract performance and overall financial administration of contracts.

Maintain contract files, sub-contracts, contract modifications, consulting agreements, split-funding forms, effort reporting, sub-recipient monitoring, record retention of contract documents.

Coordinate other activities, special reports, projects, and other related duties as assigned. Generate reports as requested, and raise potential concerns involving contract budget management, administration, compliance issues and other key issues regarding contract administration and compliance.

Qualifications

Required Qualifications:

Bachelor's degree. In lieu of a Bachelor's degree, 5+ years experience in contracts management will be considered.

5+ years within prior contract management experience.

Proficient with Excel and other Microsoft products.

Strong analytical skills and attention to detail.

Preferred Qualifications:

Master's degree

Prior experience in Higher Education.

Contact Information

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

Contact