

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

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Posted Nov. 7, 2024, set to expire Aug. 4, 2025

Job Title	Contracts Specialist
Department	Sponsored Projects Services
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 7, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal Services
Job Website	https://www.ubjobs.buffalo.edu/postings/53998

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Job Description

The **Contracts Specialist** is an entry-level position responsible for administering, drafting, reviewing, and negotiating simple agreements in support of sponsored research activity in the department of [Sponsored Project Services](#) at the University at Buffalo. This role is designed to ensure compliance with institutional policies, Research Foundation guidelines, and applicable laws, while providing crucial support for sponsored research contracts. The Contracts Specialist will work under supervision but is expected to develop proficiency in handling a variety of routine contracts and agreements. This is an excellent opportunity for individuals looking to begin or further develop their career in research contract administration.

Key Responsibilities:

- **Administer and Draft Contracts:** Assist in the preparation, review, and negotiation of simple agreements, including sponsored research agreements, non-disclosure agreements (NDAs), and

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material transfer agreements (MTAs).

- **Compliance and Policy Adherence:** Ensure that all agreements comply with University, Research Foundation, and sponsor policies, as well as applicable legal and regulatory requirements.
- **Collaboration and Communication:** Work closely with faculty, department administrators, legal counsel, and external sponsors to gather necessary information and facilitate contract execution.
- **Risk Assessment and Issue Resolution:** Identify potential risks and issues in contracts and provide recommendations for resolution or mitigation strategies.
- **Support Research Activity:** Assist in the processing and management of contracts that support sponsored research initiatives at the University, ensuring timely and accurate contract handling.
- **Document Management:** Maintain accurate records of all contracts and related documentation, ensuring that proper approval processes are followed and documented.

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 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



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

Contact

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