

## Contracts Manager University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=254530>

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Posted Mar. 17, 2025, set to expire Jul. 15, 2025

**Job Title** Contracts Manager  
**Department** Technology Transfer  
**Institution** University at Buffalo  
Buffalo, New York

**Date Posted** Mar. 17, 2025

**Application Deadline** 01/28/2026  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Fiscal Services

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**Job Description**

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**Contracts Manager**

### Position Information

**Position Title:** Contracts Manager

**Department:** Technology Transfer

**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/55494>

**Job Type:** Full-Time

### Posting Detail Information

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### Position Summary

**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 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.

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Visit our benefits website to learn about our [benefit packages](#).

### About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of Americas 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 applicants race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

### Minimum Qualifications

- Bachelors degree.
- Three (3) or more years of experience working in technology transfer, sponsored research, clinical research, intellectual property, or other contract negotiations. The requirement may be satisfied by an equivalent combination of education and experience.
- Experience substantively drafting and negotiating the terms and conditions of contracts. The requirement may be satisfied by an equivalent combination of education (ex - JD) or experience.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite, particularly Word and Outlook.

### Preferred Qualifications

- Advanced degree in law, business, or science.
- Five (5) or more years of experience working in technology transfer, business development, clinical research, intellectual property, or other contract negotiations. Requirement may be satisfied by an equivalent combination of education and experience.
- Experience drafting and negotiating agreements related to technology transfer in a university setting.
- Experience drafting and negotiating contracts related to industry sponsored research in a university setting.
- Experience drafting and negotiating contracts related to clinical research in a university setting.

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**Physical Demands**

**Salary Range**

\$75,000 - \$95,000

**Special Instructions Summary**

**Is a background check required for this posting?**

No

**Contact Information**

**Contact's Name:** Jennifer Wiss

**Contact's Pronouns:**

**Contact's Title:** Senior Manager, Contracts

**Contact's Email:** [mandina@buffalo.edu](mailto:mandina@buffalo.edu)

**Contact's Phone:** 716-645-8952

**Posting Dates**

**Posted:** 01/28/2025

**Deadline for Applicants:** Open Until Filled

**Date to be filled:** 03/17/2025

**Contact Information**

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

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**Contact**

N/A

University at Buffalo

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