

**Senior Contract Specialist  
Northern Essex Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=263507>

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Posted Oct. 7, 2025, set to expire Feb. 3, 2026

**Job Title** Senior Contract Specialist  
**Department** Administration and Finance  
**Institution** Northern Essex Community College  
Haverhill, Massachusetts

**Date Posted** Oct. 7, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Financial Aid  
Fiscal Services  
Legal Services

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**Job Description**

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**Senior Contract Specialist**

**POSITION: Full-Time Senior Contract Specialist (Staff Associate):** Administration and Finance; Haverhill Campus; 37.5 hours per week; Non-Unit Professional Position.

**SUMMARY:** Under the direction of the Director of Procurement and Contract Management, the College Contract Specialist plays a critical role in mitigating institutional risk while managing the full lifecycle of contracts, from initiation and negotiation to renewal and closeout, while driving process improvements

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through technology, including AI-powered tools. This position works in close partnership with the College Contract Managers and directly supports the college's procurement function by ensuring contracts are aligned with purchasing strategies, timelines, and compliance requirements. The Specialist also develops contract templates, training materials, and educates end users on best practices, contributing to a more efficient, compliant, and informed contract environment. Responsibilities also include oversight of the college's insurance policies and requirements as part of the institution's broader risk management strategy.

### **RESPONSIBILITIES:**

#### **Contract Lifecycle Management**

- Working under the general supervision of the Director of Procurement and Contract Management, this is a fully on-site position at the Haverhill Campus. Incumbent will travel to the Lawrence Campus as needed.
- Oversee the full contract lifecycle, including initiation, execution, renewal, and termination
- Maintain and update the college's contract database for accuracy and accessibility
- Review and redline vendor contracts; draft and manage various contractual documents including:
- Memoranda of Agreement (MOAs)
- License Agreements
- Commonwealth of Massachusetts Office of the Comptroller Standard State Contracts
- Other institutional agreements as needed
- Analyze and evaluate contract terms and conditions to ensure alignment with college policies, legal standards, and applicable state regulations
- Identify and mitigate risks in contract language, including indemnification, liability, termination clauses, and intellectual property provisions
- Streamline contract workflows using technology solutions such as AI and automation platforms
- Develop standardized contract templates to improve consistency and efficiency

#### **Procurement Support**

- Collaborate with the procurement team to ensure contracts support purchasing strategies and timelines
- Track contract expirations and renewals, and support the Director's monthly and annual procurement and contract planning calendar
- Ensure contracts are properly funded and aligned with procurement goals before execution
- Provide documentation and analysis to support sourcing decisions and vendor evaluations

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**Vendor Negotiations**

- Negotiate favorable terms and conditions with vendors
- Build and maintain strong relationships with external partners

**Training and Education**

- Create training materials and resources to support contract management best practices
- Educate end users across departments on contract procedures, compliance, and risk mitigation
- Partner with College Contract Managers to align contract practices with institutional goals
- Coordinate with departments to ensure seamless transitions during contract renewals and expirations

**Insurance Management**

- Manage the college's insurance policies, including auto, international travel, professional liability, cyber, and other institutional coverages
- Coordinate annual insurance renewals and ensure timely submission of required documentation
- Liaise with insurance brokers, carriers, and internal stakeholders to assess coverage needs and resolve claims
- Monitor and evaluate risk exposure across contracts and institutional operations
- Collaborate with legal counsel and risk management personnel to ensure compliance with insurance and indemnification requirements
- Maintain documentation related to insurance certificates, claims, and policy updates in the contract database
- Collect and manage vendor Certificates of Insurance (COIs) as required, ensuring compliance with institutional and contractual requirements

**Administrative and Operational Support**

- Provide support to the Business Office as needed, including documentation and reporting
- Assist with special projects and cross-functional initiatives related to procurement and contracts

**Job Requirements:**

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Business Administration, Finance, Management, Law, or a related field

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- 5 years of experience in contract management
- Strong understating of contract law and compliance standards
- Excellent verbal and written communication skills
- Strong work ethic and attention to detail
- Exceptional organizational skills; proactive, flexible, and able to manage multiple projects and competing demands

**PREFERRED QUALIFICATIONS:**

- Proficiency in contract management software (preferably DocuSign CLM), Microsoft Office Suite, and emerging technologies such as AI
- Strong understanding of procurement processes and best practices.
- Demonstrated experience in Higher Education environments
- Bilingual (Spanish/English)
- Experience working with and supporting a culturally diverse, urban population in a Hispanic-Serving Institution

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**EQUIVALENCY STATEMENT:** Applicants who do not meet the qualifications as noted above are encouraged to put in writing precisely how their background and experience has prepared them with the equivalent combination of education, training, and experience required for the responsibilities of this position.

**BACKGROUND CHECK:** Candidates will be required to pass a CORI and SORI check as a condition of employment.

**Additional Information:**

**SALARY:** Anticipated starting salary range is \$75,000.00 - \$90,000.00 annually with complete fringe benefit package including competitive health insurance, dental insurance, basic life insurance, long-term disability insurance, paid sick, vacation and personal leave, educational benefits for employee/spouse/dependents, and excellent retirement benefits.

**ANTICIPATED START DATE:** November 2025

To apply, click [HERE](#)

**Contact Information**

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

**Contact**

Administration and Finance  
Northern Essex Community College

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