

Contracts Manager, Clinical Research Office
University at Buffalo, The State University of New York

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Posted Aug. 30, 2023, set to expire Aug. 4, 2024

Job Title	Contracts Manager, Clinical Research Office
Department	Clinical Research Office
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Aug. 30, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory Research/Technical/Laboratory
Job Website	https://www.ubjobs.buffalo.edu/postings/44813

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Job Description

The Contracts Manager at the SUNY Buffalo [Jacobs School of Medicine](#) is responsible for overseeing and managing all aspects of contract administration within the institution. This role involves reviewing, negotiating, and finalizing various contracts, including research agreements, clinical trial contracts, vendor contracts, and service agreements. The Contracts Manager will collaborate with various stakeholders, including faculty, staff, legal counsel, and external partners, to ensure compliance with applicable laws, regulations, and institutional policies. The successful candidate will possess strong analytical, communication, and negotiation skills, along with a solid understanding of contract law and the healthcare and academic research industry.

Duties and Responsibilities:

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- Review, draft, negotiate, and finalize a wide range of contracts, including research agreements, clinical trial contracts, vendor contracts, and service agreements, while ensuring compliance with institutional policies and applicable laws and regulations.
- Collaborate with faculty, staff, legal counsel, and external partners to gather necessary information and documents to facilitate contract negotiation and execution.
- Conduct thorough contract analysis to identify potential risks and issues, and provide recommendations for mitigation strategies.
- Maintain accurate and organized contract records, including tracking key milestones, renewal dates, and compliance obligations.
- Advise internal stakeholders on contract-related matters, including contract interpretation, rights, and obligations.
- Monitor contract performance, including deliverables, milestones, and timelines, and ensure compliance with contractual terms.
- Identify and resolve contract-related disputes and issues, escalating matters to appropriate parties when necessary.
- Stay updated on relevant laws, regulations, and industry trends to ensure compliance and mitigate risks associated with contract management.
- Develop and maintain strong working relationships with external partners, vendors, and legal representatives.
- Collaborate with other departments within the institution to streamline contract management processes and implement best practices.
- Assist in the development and improvement of contract templates and standard operating procedures.
- Provide training and guidance to staff members and stakeholders on contract management processes and best practices.

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

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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](#).

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Contact Information

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

Contact

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