

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

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

Job Title	Contracts Manager
Department	Sponsored Projects Services
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 30, 2023
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/46751

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Job Description

Sponsored Projects Services (SPS), within the Office of the Vice President for **Research and Economic Development** (VPRED), provides leadership in grants and contracts administration from proposal development through closeout, working closely with diverse university faculty and compliance offices to ensure the responsible stewardship of external funding.

SPS is seeking a **CONTRACTS MANAGER** to review and negotiate research contracts and related agreements from federal, state and nonprofit funding agencies. This position is responsible for learning Research Foundation and University requirements regarding terms and conditions and the approval process.

The Contracts Manager will manage a diverse portfolio, working independently with minimal oversight, and act as a liaison between the University and external sponsors and internally with other university business offices, department administrators, and faculty, concerning policies, procedures, and

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requirements in the administration and execution of contracts and in establishing and modifying project accounts. This position must also be able to work collaboratively within SPS and be an effective team member to further the efficiencies and capabilities of the office.

Responsibilities include:

- Review, draft, negotiate, and finalize a wide range of contracts, including research contracts and related agreements, while ensuring compliance with institutional policies, Research Foundation policies and applicable laws and regulations
- Collaborate with faculty, staff, legal counsel, compliance offices 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.
- Advise internal stakeholders on contract-related matters, including contract interpretation, rights, and obligations.

The successful candidate is expected to work collaboratively and to stay apprised of evolving compliance regulations and to incorporate those into future agreements.

This position is eligible for a flexible/hybrid work arrangement.

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 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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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

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

Contact

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