

The University of Texas at San Antonio

Job Description

Job Title: Contract Negotiator
Code: 19159
Salary Grade: 62
FLSA Status: Exempt
Department/Division: Sponsored Project Administration
Reports To: Director of Contracts & Industrial Agreements

Summary

- Function: To provide professional skills in the negotiation of sponsored research contracts and agreements.
- Scope: Responsible for negotiating sponsored contracts and agreements in accordance with university policies and procedures.

Duties

- Typical:
 1. Negotiates sponsored contracts, agreements and subcontracts with corporate and federal sponsors.
 2. Prepares necessary documentation for system and general counsel review.
 3. Provides contractual services and guidance to faculty and research staff.
 4. Interprets and applies state and federal laws and regulations and university policies and procedures.
 5. Develops and maintains contacts with sponsoring agencies and organizations.
 6. Performs other duties as assigned.
- Periodic:
 1. Researches potential sponsors and coordinates with faculty and staff on proposals.
 2. Meets with representatives to finalize contractual terms and conditions.

Education

| Required | Preferred |
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| Bachelor's degree in Legal Studies, Business Administration, Law, or Public Administration from an accredited institution. | Master's or Professional Degree in Business Administration, Law, or Public Administration from an accredited institution. |

Other Requirements

| Required | Preferred |
|----------------------------------|------------------|
| Criminal Background Check (CBC). | N/A |

Experience

| Required | Preferred |
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| Four years of experience in the administration of sponsored programs, including a minimum of two years of experience preparing, processing and negotiating contracts and agreements. | Two years of experience preparing, processing and negotiating sponsored research contracts and agreements. Similar experience within the UT System. |

Equipment

| Required | Preferred |
|--|------------------|
| Personal computer and standard office equipment. | N/A |

Working Conditions

| Usual | Special |
|-------------------------|--------------------------------|
| Usual office conditions | Occasional travel is required. |

Supervision

| Received | Given |
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| Works independently with overall review for efficiency and effectiveness. | May indirectly or directly supervise support staff. |

Accuracy

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| Proficiency in all phases of the duties performed. |
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Security Sensitive

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| Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code. |
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Internal Control

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| Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with. |
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