

<b>Job Title</b>	Contract Negotiator II
<b>Job Code</b>	
<b>Exempt Status</b>	Exempt
<b>Position Status</b>	
<b>EEO Classification</b>	

### **Job Summary**

The Contract Negotiator II, under general supervision, negotiates contracts and assists with post-award contract administration. Writes and reviews agreements and negotiates with sponsors/subcontractors. Reviews and negotiates terms and conditions of award documents to ensure compliance with the Texas A&M University System (TAMUS) policies, Federal and State laws and regulations, and sponsor guidelines. Minimal supervision is required.

### **Essential Duties and Responsibilities**

- Independently reviews and negotiates terms and conditions of award documents and contractual agreements with sponsors/subawardees to ensure compliance with applicable policies, Federal and State laws, regulations, and guidelines. Works with senior negotiators or supervisor as needed on non-standard or complex documents.
- Writes and reviews agreements and negotiates with sponsors/subcontractors for the rights to technical data and intellectual property, publication rights, prices, payment and billing procedures, titles to equipment, travel regulations, leases, rental agreements, teaming agreements, and institutional contributions.
- Writes standard and some more complex agreements, subawards and consulting agreements when such agreements are not provided by the sponsor, and negotiates agreements' terms with sponsors. Reviews and writes exceptions for Request for Proposal documents.
- Writes standard and some more complex agreements, subawards and consulting agreements when such agreements are not provided by the sponsor, and negotiates agreements' terms with sponsors. Reviews and writes exceptions for Request for Proposal documents. Provides guidance and mentoring to less experienced contract negotiators.
- Works closely with more senior negotiators and direct supervisor to ensure that all agreements are in compliance with the following: all laws (state and federal), policies and guidelines, Texas A&M University System, and sponsor guidelines. Works collaboratively, under minimal supervision, with Office of Technology Commercialization, Office of General Counsel, TAMUS Risk and Compliance and members' offices.
- Maintains all negotiations-related documentation in negotiations database. Ensures that all records are updated regularly and that documentation represents the current status of each negotiation. Ensures that all negotiations are processed in a timely fashion and that all parties to the negotiation are kept apprised of the status. Provides some guidance and mentoring to less experienced contract negotiators regarding documentation management.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

**Additional Responsibilities**

**Minimum Requirements**

*Education* – Bachelor’s degree or equivalent combination of education and experience.

*Experience* – Two years of related experience in contract administration and/or research administration.

*Knowledge of* – Knowledge of word processing and spreadsheet applications. Knowledge of Federal grants, contract regulations and practical application of current research administration issues.

*Ability to* – Ability to multitask and work cooperatively with others. Effective verbal and written communication skills. Strong interpersonal and organizational skills.

*Licensing / Professional Certification* – None.

*Physical Requirements* – None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Supervision of Others**

This position generally does not supervise employees.

**Other Requirements**

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	