

Job Title	Senior Contract Negotiator II
Job Code	
Exempt Status	Exempt
Position Status	
EEO Classification	

Job Summary

The Senior Contract Negotiator II, under direction, 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 Texas A&M University System (TAMUS) policies, Federal and State laws and regulations, and sponsor guidelines.

Essential Duties and Responsibilities

- Reviews and negotiates terms and conditions of award documents and contractual agreements with sponsors/sub-awardees to ensure compliance with applicable policies, Federal and State laws, regulations, and guidelines.
- Writes and reviews agreements and negotiates with sponsors/subcontractors for the rights in technical data and intellectual property, publication rights, price, payment and billing procedures, title to equipment, travel regulations, leases, rental agreements, teaming agreements, and institutional contributions. Demonstrates a conceptual understanding of contract issues, manages contract workflow, and completes negotiations of complex agreements.
- Writes standard agreements, subcontracts and consulting agreements and negotiates terms with sponsors. Reviews and writes exceptions for Request for Proposal documents.
- Monitors and coordinates ongoing negotiations.
- Maintains current knowledge of sponsors' requirements and serves as the point of contact for sponsors during negotiations. Prepares correspondence and requests to sponsors for agreement/contract modification. Reviews and approves invention disclosure notification to sponsors.
- Utilizes current knowledge of Federal flow through procedures, intellectual property, Federal Acquisition Regulations, and publication rights in assisting researchers and department personnel with the administrative support relative to research funding, regulatory guidelines, and sponsor information.

- Disseminates related Federal agency and sponsor information concerning negotiations. Coordinates efforts with researchers and department personnel to resolve award issues and provide information as requested.
- Prepares exception reports and performance statistics, interim funding requests and correspondence to sponsors regarding contract modifications, and correspondence. Completes required forms to request the transfer of contracts and grants.
- Mentors Contract Negotiators and assists with the training of contract negotiation team personnel.
- Assist management with special projects.

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 – Six years of related experience in contract negotiation and/or research administration including contract risk analysis and management.

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

Ability to – Ability to multitask and work cooperatively with others. Verbal and written communication skills. Ability to prioritize work with various projects and deadlines, exercising independent judgment.

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 supervises employees.

Other Requirements

Approved by:	
Date approved:	
Reviewed:	