**Contract Negotiator II Standard Job Description**

**Classification Title:** Contract Negotiator II

**FLSA Exemption Status:** Exempt

**Pay Grade:** 13

**Minimum Pay:** $66,000.00

**Job Description 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 Tasks:**

**35% Contract Negotiation**

* Review and negotiate terms and conditions of award documents and contractual agreements to ensure compliance with applicable policies, federal and state laws, and sponsor guidelines.
* Draft, review, and negotiate standard and complex agreements, subawards, and consulting agreements, including intellectual property rights, publication rights, payment and billing procedures, confidentiality, and compliance requirements.
* Work with senior negotiators or supervisors on non-standard or complex documents and write exceptions for Request for Proposal (RFP) documents.
* Provide guidance and mentoring with other contract negotiators on negotiation strategies and practices.
* Serve as the primary point of contact for sponsors and collaborators during negotiations and manage all related communications.

**25% Contract Compliance Review**

* Ensure all agreements comply with federal and state laws, Texas A&M University System policies, and sponsor guidelines.
* Collaborate with the Office of Technology Commercialization, Office of General Counsel, TAMUS Risk and Compliance, and other relevant offices to address compliance issues.
* Provide thorough reviews and summaries of contractual matters for submission to administration for approval and decision-making.

**10%** **Documentation**

* Maintain and manage all negotiation-related documentation in the negotiations database, ensuring records are current and accurately reflect the status of each negotiation.
* Ensure timely processing of all negotiations and keep all parties informed of progress.
* Offer guidance and mentoring to less experienced contract negotiators on documentation management and best practices.

**10%** **Contract Modifications**

* Prepare correspondence and process requests to sponsors for modifications to existing agreements as needed.
* Ensure modifications are handled efficiently and in accordance with sponsor guidelines.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications**

**Required Education:**

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

**Required Experience:**

* Two years’ experience in contract administration and/or research administration.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to effectively communicate both orally and in writing.
* Ability to positively and professionally interact with clients and staff.
* Excellent communication and presentation skills.
* Strong interpersonal and organizational skills.
* Ability to positively and professionally interact with clients and staff, groups of various sizes.
* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, and database applications.

**Additional Information**

**Machines and Equipment:**

* Standard office equipment

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**