**Senior Contract Negotiator I Standard Job Description**

**Classification Title:** Senior Contract Negotiator I

**FLSA Exemption Status:** Exempt

**Pay Grade:** 14

**Job Description Summary:**

The Senior Contract Negotiator I, 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 Tasks:**

**30%** **Contract Negotiation Coordination**

* Independently review and negotiate terms and conditions of complex award documents and contractual agreements with sponsors and sub-awardees, ensuring compliance with policies, federal and state laws, and sponsor guidelines.
* Draft and negotiate standard and complex agreements, subawards, and consulting agreements, including aspects such as publication rights, intellectual property rights, export control, payment terms, and records retention.
* Write and review exceptions for Request for Proposal (RFP) documents as needed.
* Collaborate with senior negotiators or supervisors on complex documents and negotiations.

**20%** **Contract Compliance Review**

* Collaborate with the Office of Technology Commercialization, Office of General Counsel, TAMUS Risk and Compliance, and other relevant offices to address compliance issues.
* Work closely with senior negotiators and direct supervisors to ensure all agreements comply with relevant laws, policies, and guidelines, including those of Texas A&M University System and sponsor requirements.

**10%** **Documentation Management**

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

**10%** **Training and Mentoring**

* Assist directors and assistant directors in training and mentoring Contract Negotiator I and II staff.
* Support less experienced staff in making recommendations on complex and non-routine contract issues.
* Propose policy and procedural changes to directors and assistant directors based on experience and observations.

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

* Under minimal supervision, prepare correspondence and process requests to sponsors for modifications to existing agreements.
* Ensure modifications are managed 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:**

* Four years of related experience in contract negotiations 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**

**No**

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

**Yes**

**No**