**Senior Research Services Administrator Standard Job Description**

**Classification Title:** Senior Research Services Administrator

**FLSA Exemption Status:**Exempt

**Pay Grade:** 15

**Job Description Summary:**

The Senior Research Services Administrator, under direction, reviews and negotiates research agreements to ensure compliance and assesses and mitigates risk for the University. Ensures contracts can be managed and performed within the department, college, or laboratory, and coordinates with researchers, department heads, and deans to resolve any contract issues.

**Essential Duties and Responsibilities:**

**40% Contract Negotiation and Management**

* Writes, reviews, and negotiates terms and conditions of award documents and contractual agreements with other parties to ensure compliance with applicable policies, federal and state laws and regulations, and sponsor guidelines.
* Negotiates non-sponsored contracts and grants, including Material Transfer Agreements (MTA), Data Use/Management Agreements, Confidentiality Agreements, Collaborations, and Memorandums of Agreement.
* Coordinates with researchers on potential partnerships, including industry, Memoranda of Agreements (MOA), Memoranda of Understanding (MOU), and other collaborative agreements.
* Coordinates intellectual property language in conjunction with the technology commercialization office to ensure compliance with system member responsibilities.
* Reviews and approves agreements in accordance with departmental delegation of authority.
* Reviews and negotiates contracts and grants with external parties for technical data rights, intellectual property, publication rights, title to equipment, and institutional contributions.
* Assists researchers and department personnel with administrative support relative to regulatory guidelines.
* Assists with contract and risk mitigation strategies and makes recommendations to leadership.
* Serves as the point of contact for the other party during negotiations.
* Prepares correspondence and requests to other parties for agreement/contract modification.
* Monitors and coordinates ongoing negotiations.

**20% Oversight and Supervision**

* Directly supervises two research contracts staff members, including recruiting, hiring, training, and performance management.
* Advises staff members regarding terms and conditions of agreements.
* Designs and implements research agreement workflow to enhance efficiency and timeliness of agreement processing.
* Develops and presents training for contract negotiators and departments.
* Creates resource documents, such as checklists and decision trees, for use by contract negotiators.

**20% Compliance and Reporting**

* Assists with preparation of required reporting, including FOIA requests and contract reporting to state and federal agencies.
* Assists with review of research compliance items and collaborates with compliance coordinators to resolve outstanding compliance matters.
* Assists with maintaining coordination processes and procedure development.
* Oversees content updates for the research agreements subsection of the website.

**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:**

* Seven years of related experience.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, and database applications
* Oral and written communication skills.
* Risk assessment and analytical skills and ability to review and develop contractual language to mitigate risks.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone
* Computer

**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**