

**MICHIGAN TECHNOLOGICAL UNIVERSITY
CLASSIFICATION DESCRIPTION**

Job Title: CONTRACTS ANALYST
Department: TECHNOLOGY & ECONOMIC DEVELOPMENT
Salary Guideline: MINIMUM \$27,379 – MAXIMUM \$56,857
Exempt (Y/N): YES
Supervisor: ASSOCIATE DIRECTOR FOR INDUSTRIAL CONTRACTING

SUMMARY: Provide pre-award contract administration services for sponsored research agreements. Review proposals, prepare budgets and draft, interpret and negotiate contracts. Establish subcontracts and assist in contractual management of sponsored research awards.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assist faculty and staff with research proposal preparation and post-award modifications for submission to industry sponsors and governmental agencies.
- Independently prepare, review and approve budgets and justifications for research proposals.
- Review and interpret federal, state, agency and University policies and guidelines for proposal submissions and ensure compliance with laws, regulations and policies.
- Review, interpret and negotiate terms and conditions of agreements for sponsored research.
- Recommend University approval or disapproval for agreements while maintaining conformity with policy, and relevant federal guidelines and laws.
- Process post-award transactions including budget modifications, time extensions, and changes to the scope of work.
- Submit proposals using various electronic methods and systems.
- Draft and compose correspondence related to proposals, agreements and awards.
- Coordinate report submissions to external sponsors.

SUPERVISORY RESPONSIBILITIES: Functional supervision may be exercised over clerical staff and/or student assistants.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

REQUIRED:

Bachelor's degree or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.

Two years administrative experience.

Experience using personal computers and basic software packages including advanced features of word processing and spreadsheet/database software.

DESIRABLE:

Experience working at an institution of higher education.

Experience writing contract language.

Experience negotiating contracts.

Experience preparing project budgets.

CONTRACTS ANALYST – TECHNOLOGY AND ECONOMIC DEVELOPMENT

OTHER SKILLS AND ABILITIES:

REQUIRED:

Excellent interpersonal, customer service oral and written communication skills.

Demonstrated ability to work with accuracy, precision, and attention to detail.

Demonstrated ability to work independently and take the initiative to solve problems.

Demonstrated ability to work in a high volume and deadline oriented environment.

Demonstrated ability to effectively adapt to change.

Demonstrated ability to maintain confidentiality.

Demonstrated ability to independently organize and prioritize multiple work assignments to meet required deadlines.

Demonstrated ability to work effectively as part of a team.

Demonstrated ability to communicate effectively across cultural boundaries and work harmoniously with diverse students, faculty, staff and customers.

DESIRABLE:

Demonstrated understanding or knowledge of business law.

The qualifications and specifications mentioned above are intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. The position will be filled based on qualifications regardless of Race, Color, Disability, Religion, Sex, Sexual Orientation, Gender Orientation, Gender Identity, National Origin, Height, Weight, Age, Veteran, or Marital Status.