

The University of Texas at San Antonio

Job Description

Job Title: Contracts and Agreements Coordinator
Code: 19137
Salary Grade: 59
FLSA Status: Exempt
Department/Division: VP Research/Office of Commercialization & Innovation
Reports To: Director of Commercialization & Tech Transfer

Summary

- Function: To provide skilled coordination and administrative oversight for daily operations and logistics pertaining to projects or process-related activities. To assist in management of contracts, technology disclosures, license agreements, and other complex documents, exercising independent judgment and authority as required.
- Scope: Manages and coordinates complex administrative projects or activities that require a high degree of specialized knowledge. Conducts research, provides data, makes recommendations, and implements solutions to achieve project goals and objectives.

Duties

- Typical:
 1. Coordinates project activities for the office, monitors and evaluates project performance.
 2. Coordinates the intake, organization, analysis and distribution of documents and data.
 3. Communicates with internal and external stakeholders and vendors, both verbally and in writing regarding office policies and procedures, and other matters related to the responsibilities of the position and the office.
 4. Informs management on the current status of all project tasks of the office.
 5. Manages tracking and reporting systems to monitor project, program, and activity progress.
 6. Creates reports to reflect project progress and program status and to facilitate decision making by management.
 7. Assists in the creation and maintenance of internal controls to protect confidentiality and program reporting.
 8. Evaluates program activities and make recommendations for changes and enhancements, to assure program evolves as necessary to continue to serve mission.

9. Performs additional duties as assigned.

- Periodic:
N/A

Education

Required	Preferred
Bachelor's degree from an accredited institution.	N/A

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A

Experience

Required	Preferred
At least three years of experience in grant/contract coordination, project planning and management, project coordination, or a related business field.	Similar experience in a higher education, contracting, or technology transfer setting.

Equipment

Required	Preferred
Skilled at using personal computer and standard office software, including but not limited to database management systems, pdf files, and standard office equipment.	Skilled at using Adobe Acrobat or similar pdf-based document software.

Working Conditions

Usual	Special
Normal office conditions.	N/A

Supervision

Received	Given
General direction from immediate supervisor. Determines own work sequence within limits of established policies.	N/A

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.