



The University of Texas at San Antonio™

Job Description

Job Title:	Contract Negotiator	Job Family:	Research
Type:	Exempt	Job Code:	19159
Department:	Sponsored Project Administration	Salary Grade:	63
Reports to:	Director of Contracts & Industrial Agreements	Created/Revised:	7/12/2022
Work Modality:	On-Campus		

This position is part of a market adjustment implemented in Spring 2022. New hire salary offers should at least be at the minimum salary established for this position based on the market adjustment. Please contact Compensation at compensation@utsa.edu with any questions.

Job Summary

To provide professional skills in the negotiation of sponsored research contracts and agreements. Responsible for negotiating sponsored contracts and agreements in accordance with university policies and procedures.

Core Responsibilities

Typical:

1. Negotiates sponsored contracts, agreements and subcontracts with corporate and federal sponsors.
2. Prepares necessary documentation for system and general counsel review.
3. Provides contractual services and guidance to faculty and research staff.
4. Interprets and applies state and federal laws and regulations and university policies and procedures.
5. Develops and maintains contacts with sponsoring agencies and organizations.
6. Performs other duties as assigned.

Periodic:

1. Researches potential sponsors and coordinates with faculty and staff on proposals.
2. Meets with representatives to finalize contractual terms and conditions.

Minimum Requirements

Education/Certifications

- Bachelor's degree in Legal Studies, Business Administration, Law, or Public Administration from an accredited institution.

Preferred Education/Certifications

- Master's or Professional Degree in Business Administration, Law, or Public Administration from an

accredited institution.

Experience

- Four years of experience in the administration of sponsored programs, including a minimum of two years of experience preparing, processing and negotiating contracts and agreements.

Preferred Experience

- Two years of experience preparing, processing and negotiating sponsored research contracts and agreements.
- Similar experience within the UT System.

Knowledge Skills & Abilities

- Demonstrated independent decision-making and problem solving ability
- Excellent verbal and written communication skills
- Proficient in Microsoft Office Suite

Core Competencies

Individual Contributor:

Customer Focus, Dealing with Ambiguity, Functional and Technical Skills, Action Oriented, Self-Development

Working Conditions**Working Environment:**

- Usual office conditions
- Occasional travel is required.
- Personal computer and standard office equipment.

Physical Demands:

- Sedentary work; sitting most of the time. Jobs are sedentary, if walking and standing are required, only occasionally.
- Exerts up to 10 lbs. of force occasional