

## Contract Manager

**Proposed Position Title:** Contract Manager

**Proposed Position Summary:** This position ensures consistent management of all proposals and contracts, oversight of the contract management process, development of specific standards for bidding and submission, and contract management. In the contract development process, this role will require close collaboration with various schools and departments, including the Office of General Counsel and Risk Management.

**Required Education:**

Bachelor's degree from an accredited institution of higher

education **Preferred Education:** Law degree is highly desirable.

**Required Experience:** Five (5) years of professional experience in contract negotiation and administration with demonstrated understanding of contract terms and conditions; understanding of performance measures; and contract administration.

**Preferred Experience:** Professional experience in a higher education institution.

**Required Knowledge, Skills and Abilities**

Excellent written and oral communications; Skill to accurately interpret what others are saying; Ability to articulate goals, strategies and direction; Organization skills and ability to meet critical deadlines; Ability to work independently and under pressure, to manage multiple tasks and responsibilities; Deal with changing priorities, while maintaining effectiveness; Proficient in Microsoft Office Suite.

**Preferred Knowledge, Skills and Abilities**

Experience with Jaggaer(SciQuest) Contract Manager tool or comparable system.

**Proposed Duties:**

%	Responsibility/Duty
40	Review/draft contracts and amendments in preparation for legal sufficiency; Review and amend as appropriate to protect the University from liability and risk; Prioritize contracts to meet applicable deadlines. Interpret contract terms and conditions; Work collaboratively with stakeholders, Office of General Counsel, and Procurement managers to resolve contract conflicts.
25	On all standard and nonstandard contracts for the University's acquisition of goods and services, provide recommendations and interact with suppliers in support of Procurement to negotiate changes to contracts required by the University.
10	As needed, provide guidance on contract matters to internal stakeholders and Procurement, including training to new employees and other key University members in contracting best practices and procedures. Keep current on all University rules and regulations, including Procurement policies and any federal requirements that may impact the University. Perform research and related work as required and assigned.
10	Develop and implement procedures for contract management and administration in compliance with university policy. Manage effective relationships with Office of General Counsel, Risk Management, and Fiscal Officers.
10	Monitor competitive terms. Measure customer satisfaction with our terms and conditions and contracting practices. Recommend changes. Promote cooperation and support for coworkers and professionalism within the organization when interacting with internal stakeholders and external suppliers.
5	Ensure that signed contracts are communicated to all relevant parties to provide contract visibility and awareness; Oversee Service Level Agreement Compliance; Management of contract close-outs, extensions, and renewals.

**Comparable Positions Across the University and/or School/Administrative Unit:** N/A

**Institutional Impact** The Contract Manager is a key role supporting the Procurement activities for the University. The majority efforts of this role include reviewing supplier submitted contracts and amendments in preparation for legal sufficiency, ensuring that contractual language appropriately protects the University from liability and risk and prioritizes contracts so as to meet applicable Procurement/stakeholder deadlines.

**Authority & Accountability** The Contract Manager will be accountable to University Senior Leadership for contract compliance as well as customer satisfaction. The primary objective of the position is to ensure favorable terms and conditions are agreed to for the University by supporting stakeholders with the review and finalization of contracts while maintaining customer service and satisfaction across the University. This position will have the authority to negotiate business terms with University suppliers.

**Critical Thinking & Decision Making** The Contract Manager must possess knowledge of and expertise in using various proven negotiation methods; and the ability to critically analyze a negotiation to best leverage favorable terms and conditions for the University.

**Internal/External Contacts** Office of General Counsel, Risk Management and Insurance, Strategic Suppliers and their respective Legal Counsel, and University stakeholders.

**Indicate the number of employees supervised in each object code** 1 Code 100