POSITION ANNOUNCEMENT

TITLE: PRE-AWARD NEGOTIATIONS MANAGER     DEPT: SPONSORED PROJECTS

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE: $50,960 - $63,700
Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: January 12, 2018
CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:
Under general supervision, handles the pre-award negotiation of NDAs, MOUs, MOAs, MTAs, PIAs, and other agreements as required with particular emphasis on intellectual property, IP agreements and IP clauses in university grants and contracts. Negotiates university-industry partnership agreements and contracts. Provides fiscal, administrative and technical guidance and support to faculty and staff and serves as a subject matter expert and resource across many programs and projects for research accountants with the most complex contract negotiations. Researches and interprets relevant regulations, guidelines and standards and oversees the processing of contracts and/or grants. Interacts regularly with university administration and legal team. Also provides post-award fiscal, administrative and technical guidance and support to faculty and staff for designated folio of awards. Negotiates sub-awards as needed.

REQUIRED QUALIFICATIONS:
Bachelor's Degree required; advanced degree preferred. Five (5) years of direct experience in contractual agreement development, negotiation, and execution in a university, government or industry environment related to sponsored research and intellectual property required. Advance knowledge and understanding of policies and procedures and applicable laws, regulations, guidelines, and policies covering the contractual agreement process for public and government institutions required. A minimum of 3 years of experience required which includes substantial administrative involvement in grants administration, contract and agreement negotiation, with an emphasis on intellectual property review and negotiations, FARs and DFARS, and related Federal regulations in a university setting. Industry, legal, or paralegal experience preferred. Working knowledge of and experience in the application of 2 CFR 200 required. At least 15 hours of Accounting (introduction of Financial Accounting plus 12 additional hours in Accounting) plus one or more courses in business/contract law required. Working knowledge of MS, Excel, and Work required. Supervisory experience desired. Knowledge of Federal Acquisition Regulations (FAR), DFAR, 2 CFR 200 required. Must have strong oral and written communication skills required. Knowledge of State of NM Procurement regulations and federal travel regulations desired. Must be able to use professional judgement and discretion in dealing with outside auditors and external agencies required. Must have ability to participate in work assignments under the supervision of higher level employee required. Must have ability to work independently on assignment of standard difficulty required. Must be able to use broad knowledge of practices and procedures to handle complex assignments and provide general guidance to other employees required. Must be able to apply advanced level of expertise to function as a consultant in a specialized area required. Must be able to understand and interpret complex materials such as federal regulations, legal interpretations, audit reports and documentation of internal control systems required. Must have knowledge of contract management, grants administration and/or audit of sponsored programs required. Ability to work and adapt under a highly regulated and constantly changing environment required. Must be extremely well-organized and able to work with minimal supervision required. Ability to work with departments outside of Business Office required. Must be detail conscious and willing to research facts and overcome errors required. Ability to schedule own workload and meet deadlines required. Tact, perseverance and independent judgement are required characteristics.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 002, Socorro, NM 87801-4796