

497999 Contract Specialist 1, Technology

The University of Connecticut seeks to hire a Contract Specialist 1 to support the Procurement Contracting & Compliance team with technology related contracts in support of the needs of the campus community.

JOB SUMMARY:

Under the general direction of the University Director of Procurement Contracting & Compliance and/or the Senior Contract Specialist for Technology, this role will utilize existing policies, procedures, and statutes, to draft and negotiate terms and conditions for the University's information technology and telecommunications contracts, including but not limited to contracts for IT hardware, software, maintenance/support and consulting services.

DUTIES AND RESPONSIBILITIES INCLUDE:

Drafts and negotiates IT contract language (e.g., contracts for the purchase or licensing of computer hardware, software, SaaS, cloud storage, system maintenance/support, and IT consulting services). Responsible for preparation and legal review of contracts and agreements submitted to the Office of the General Counsel and Office of the Attorney General. Collaborates with internal customer departments and colleagues within Purchasing, as needed, to draft clear contracts that accurately capture the negotiated business terms. Responsible for the administration of all contractual activities for University Procurement Contracting & Compliance, as they relate to the needs of the University community.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in related field and four years related experience in a comparable environment OR Associate's degree in related field and six years' experience in a comparable environment OR equivalent combination of education and experience which totals at least 8 years' professional contracting experience in a comparable environment.
- Experience drafting and negotiating IT contract language in an academic, corporate, or similar environment.
- Knowledge of contract law and applicable federal and state procurement statutes.
- Excellent interpersonal, oral and written communication skills.
- Computer proficiency with Microsoft Suite.
- Ability to work independently with minimal supervision.

PREFERRED QUALIFICATIONS

- Bachelor's degree and/or paralegal certification.
- Experience developing and executing complex contracting strategies that maximize workflow efficiencies, process improvements, and operational performance.
- Knowledge of the differences between various types of software licenses, subscriptions, SaaS and cloud computing, and experience negotiating IT contract language to address the risks related to each type of arrangement.

- Understanding of data privacy and security laws and regulations applicable to IT contracts.
- Ability to analyze business trends and assess organizational needs, communicate those needs to vendors, evaluate contracts to determine technical compliance and resolve discrepancies.
- Ability to work under tight deadlines and manage multiple projects.

APPOINTMENT TERMS:

This is a full-time position at the Storrs campus working Monday-Friday 8:30 a.m. – 4:30 p.m. The starting salary for this position will be \$75,000-\$85,000 and will be determined based on the successful candidate's experience and training. The department is currently working under a hybrid work schedule requiring all staff to be on the Storrs campus two (2) days per week and working remotely three (3) days per week. This schedule may change subject to authorization and University policy. This position includes an [excellent benefits package](#) including [medical and retirement](#), as well as employee and tuition waivers at the University of Connecticut. Other rights, terms, and conditions of employment are contained in the collective bargaining agreement between the University of Connecticut and the University of Connecticut Professional Employees Association (UCPEA).

TERMS AND CONDITIONS OF EMPLOYMENT

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

TO APPLY

Please apply online at <http://www.jobs.uconn.edu>, Staff Positions, Search #497999 to upload a letter of application, resume and contact information for three (3) professional references. References will not be contacted without prior notice to the successful candidate(s). Screening will begin immediately. For a detailed information about this position and the department, please visit <https://UBS.uconn.edu>. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 497999)

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on DATE.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

All members of the University of Connecticut are expected to exhibit appreciation of, and contribute to, an inclusive, respectful, and diverse environment for the University community.

The University of Connecticut aspires to create a community built on collaboration and belonging and has actively sought to create an inclusive culture within the workforce. The success of the University is dependent on the willingness of our diverse employee and student populations to share their rich perspectives and backgrounds in a respectful manner. This

makes it essential for each member of our community to feel secure and welcomed and to thoroughly understand and believe that their ideas are respected by all. We strongly respect each individual employee's unique experiences and perspectives and encourage all members of the community to do the same. All applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

The University of Connecticut is an AA/EEO Employer.