

498028 Sr. Contract Specialist (Business Services)

JOB SUMMARY

The Sr. Contract Specialist is accountable for performing and managing the most complex tasks within the business support services portfolio of contracts. Responsibilities include, but are not limited to drafting, negotiating, and reviewing contracts, preparing reports, supervising a team of professional staff, and serving as a primary liaison with the Office of the General Counsel, Office of the Attorney General (when required), outside legal counsel and senior University administrators and officials.

DUTIES AND RESPONSIBILITIES

Oversees and performs complex tasks related to development and negotiation of contracts in support of business support goods and services for the University. Responds to unique issues and unusual situations with responsibility to minimize contractual and/or financial risk to the University; prepares, develops, and establishes complex business support service-related contracts through vendor negotiations and in consultation with University stakeholders. Provides guidance to stakeholders and colleagues on a number of contractual issues; acts on behalf of the Director and/or Associate Vice President & Chief Procurement Officer, as delegated, regarding matters of consequence, including administrative management, tracking, and reporting. Manages the coordination and production of contracting and/or compliance reports involving high-level interactions with internal and external stakeholders and vendors; serves as a primary liaison with the Office of General Counsel, Office of the Attorney General (when required), outside legal counsel, vendors and contractors, and acts as a primary resource to the University community regarding statutory requirements, Board of Trustee and Office of the Attorney General requirements, procedures, and guidelines; responsible for the preparation and legal review of contracts and agreements (i.e., Contracts, Personal Service Agreements, Consulting Agreements) that are submitted to the Office of General Counsel, Office of the Attorney General (when required), and outside legal counsel; drafts technical language relating to the professional and business support services and assists in setting legal standards; supervises, oversees, and reviews work of a team of professional, clerical, students and/or consultants as assigned; determines and delegates work assignments and work schedules to meet departmental needs most effectively; and trains and develops staff as needed. For additional information about the department and for a copy of the job description, please visit <https://ubs.uconn.edu>.

MINIMUM QUALIFICATIONS

- Bachelor's degree and six (6) years of related professional experience in a comparable environment, OR Associate's degree and eight (8) years of related professional experience in a comparable environment.
- Knowledge of contract theory and applicable policies and regulations.
- General working knowledge of accepted procurement practices used in a wide range of varying and unique commodity groups and/or services.
- Supervisory and/or leadership experience, and strong organizational skills with the ability to meet deadlines and facilitate solutions in a fast-paced environment.

- Ability to work effectively with all levels of employees and management.
- Excellent interpersonal, oral and written communication skills.
- Strong computer skills.

PREFERRED QUALIFICATIONS

- Bachelor' or advanced degree in related discipline.
- Experience with contracting in the State of Connecticut with knowledge of federal and state procurement statutes.
- Experience and proven ability to negotiation, develop, administer, supervise, and execute complex contracting strategies with the goal of including cost-savings and increased efficiencies pertaining to administration and operations efforts related to professional and business support services.
- Ability to assess organization's needs, communicate those needs to the vendor community, negotiate as needed, administer, and evaluate contracts to determine technical compliance.
- Demonstrated ability to identify and resolve complex contractual issues efficiently, effectively, and independently.
- Knowledge of contract management systems (e.g., Legal Files) and automated procurement systems (e.g., Jaggaer).

APPOINTMENT TERMS

This is a full-time position, working Monday-Friday 8:30 a.m. to 4:30 p.m., at the Storrs campus. 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. The University offers a competitive salary, [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 www.jobs.uconn.edu to submit 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 # 498028).

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.