

Contract Officer

The Office of the Vice President for Research seeks a highly organized and professional person to serve as Contract Officer within the Office of Sponsored Programs (OSP).

The Contract Officer will primarily focus on the review, negotiation, and oversight of non-standard research-related contracts related to the Hampton University's core mission of education and research but falls outside of traditional sponsored programs. The Contract Officer within OSP will review and negotiate a full array of agreements and enable Hampton University research, public service, and community outreach by negotiating mutually beneficial agreements with external collaborators that preserve academic freedom and scientific integrity. OSP is looking for a Contract Officer who approaches learning and problem solving with enthusiasm, is organized, focused and able to manage a significant workload, adapts easily to changing situations, and views new opportunities as creative challenges.

The Contracts Officer will work within the Office of Sponsored Programs and will reports directly to the Vice President for Research.

Job Duties:

- Conduct comprehensive analysis and negotiation of complex sponsored and non-sponsored, research-related agreements including, but not limited to, subawards, master agreements, data use agreements, and collaboration agreements.
- Ensure contract terms are consistent with University policy.
- Conduct research into the legal basis for certain contract terms, as needed (e.g., reviewing and analyzing a regulation).
- Coordinate escalation of issues in contract terms to appropriate university officials (e.g., Office of General Counsel), as needed.
- Negotiate intellectual property and publication rights, as well as confidentiality, and indemnification terms with appropriate university officials (e.g., Office of General Counsel), as needed.
- Identify contractual and policy issues such as compliance requirements and conflicts of interest and provide follow through until issues are resolved.
- Advise and assist department administrators, principal investigators, and staff; interpret and explain agreement provisions and terms.
- Resolve problems arising in the course of the project; consult with department administrators, principal investigators, staff, and sponsors.
- Partner with others to serve as a resource to educate units regarding institutional processes.
- Review and revise standard agreements to reflect changes in University policies, applicable regulations and laws.

Requirements:

- Bachelor's degree
- Experience in grant contract administration.
- Comprehensive knowledge of sponsored programs and research administration;
- Advanced knowledge of contracting and related processes.
- Demonstrated understanding of university research environment and policies.
- Working knowledge of and experience applying regulatory requirements regarding research data and privacy, including HIPAA and GDPR as applied to research.
- Demonstrated understanding of liability, intellectual property and licensing issues as they pertain to academic research.
- Draft, negotiate and execute complex research agreements including data use agreements.
- Communicate knowledge and ideas both verbally and in writing with clarity and effectiveness to internal and external audiences, client groups and all levels of management.
- Make good independent decisions based on critical and analytical thinking, experience and judgement.
- Deliver high quality service and work products that can be relied upon by contractors and university officials/staff to meet business requirements.
- Knowledge of various government agency and corporate sponsored program requirements, practices, and grants management.
- Ability to work independently and to support a team
- Ability to communicate effectively with diverse constituencies
- Ability to write clearly and effectively
- Ability to set priorities and adjust time management to changing needs
- Experience using Microsoft programs (i.e. Word, Excel, Outlook)

To Apply:

Please submit a cover letter, resume, and a completed Application for Educational Support Staff Employment either via email at HROFFICE@hamptonu.edu or fax to (757) 727-5969:

Office of Human Resources
Hampton University
Hampton, VA 23668

***No phone calls*

***Incomplete applications will not be considered*

Forms:

Visit [Human Resources – Hampton University Human Resources](#) to retrieve the educational support staff employment application and other supplemental application materials.