

# MIT OFFICE OF THE VICE PRESIDENT FOR FINANCE

## Job Description Form



Functional Area	Office of the Vice President for Finance, VPF Contracts		
Job Title	Contracts Administrator		
Reports to	Title Assistant Director of Contracts		
Date: December 22, 2016			
Level/Grade	Choose an item.	Type of position:	Hours____ 40 / week
P		<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt

### POSITION OVERVIEW STATEMENT

CONTRACTS ADMINISTRATOR, Office of the Vice President for Finance, to analyze, prepare, negotiate, and administer all types of contractual arrangements that include unique terms and conditions applicable to a specific procurement and to MIT, government, and commercial general provisions.

### Principal Duties and Responsibilities

Consult with and advise faculty and staff on all matters relating to commercial contracts.

Review and negotiate acceptable contract arrangements that include unique terms and conditions applicable to a specific procurement, and MIT, government, and commercial general provisions. Contract commodities generally include but are not limited to independent contractors, professional services, consultants, architect and engineering firms, construction, equipment, software licenses, NDAs, data use agreements, hotels and catering, supplier agreements and others.

Work with members of the in the Strategic Sourcing team to understand business requirements and scope of work, develop solicitation documents (RFI, RFP and RFQs), write and review contract documents and negotiate terms and conditions as needed.

Work with members of the Procurement Operations team to ensure terms and conditions and/or contracts meet MIT requirements.

Identify contractual problems and deficiencies of any nature, resolve those within the limits of authority and degree of sensitivity, and recommend solutions for problems beyond the limits of authority to appropriate management levels.

Develop competence in general compliance issues to recognize, address, and/or seek counsel from the appropriate internal staff. Resolve contract administration problems that arise involving interpretation of terms and conditions, changes in requirements, terminations, and disputes.



Assist in preparing and presenting training in procurement and related topics including the fundamentals of procurement training sessions offered to the community at large and customized versions offered to specific DLCs.

Attend local and regional meetings and training for professional procurement contracting personnel and keep abreast of changes in policy and legislation affecting contracts.

Assist with special projects, as needed, including, but not limited to, policy development and process improvements.

Support other functions of the unit during peak periods and absences.

## **REQUIREMENTS:**

### **Contacts Required To Perform Duties**

Maintain relationships with management, department, and laboratory personnel of all levels, and administrative offices including the Office of Sponsored Programs, the Office of the General Counsel, Technology Licensing Office, Lincoln Laboratory, and other units within the Office of the Vice President for Finance, state and federal government agencies, government contracting officers, other educational institutions, and external suppliers and business partners.

### **Educational Requirements**

Bachelor's degree required. Master's degree, JD and/or professional certification preferred, or an equivalent combination of education and experience.

### **Experience Requirements**

Excellent written and verbal communication skills.

Experience with contract review, drafting, and negotiation; contract strategy; compensation arrangements (cost reimbursement, fixed price, time and materials, labor hour); commercial contracting terms and conditions; risk analysis and contractual risk mitigation.

Computer skills, including knowledge of Microsoft Office Suite and SAP.

Must possess behavioral competencies that include a high level of commitment to customer service, demonstrated ability to work as part of a team, ability to strategically link long-range business goals to daily activities, demonstrated ability to work collaboratively with others to develop talent for the organization, and desire to use organizational knowledge to assist and influence others to specific action. Strong analytical, negotiation and organizational skills required.

MIT will conduct a background check (including checking criminal records) for the finalist.



### **Supervision Received**

Will receive supervision from the Assistant Director of Contracts.

### **Supervision Exercised**

None

*VPF benefits from a diverse and engaged workplace and seeks to further enhance our community by employing individuals from varied backgrounds. VPF actively supports MIT's commitment to advancing a respectful and caring community that embraces diversity and empowers everyone to learn and do their best.*

*MIT is an equal employment opportunity employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.*

