

Job Description – MIT Job #25568

Functional Area:	Office of the Vice President for Finance, Strategic Sourcing and Contracts		
Job Title:	Contract Admin 2	Position Title:	Contract Advisor
Reports to:	Manager of Contracts	Prepared on:	March 2026
Salary Grade: 8	Salary Range: \$77,500 - \$105,100	Hours per week/status: 40/Exempt Duration: Three (3) Year Term renewable on a one year basis	

About the Office of the Vice President for Finance:

Join the MIT Office of the Vice President for Finance (VPF) and be part of a team dedicated to managing the Institute's financial resources to support education, research, and innovation. At VPF, we prioritize excellence, integrity, and inclusiveness in our work and office culture.

VPF achieves goals through teamwork and collaboration, and we celebrate those successes together. Our team comprises professionals with diverse backgrounds and skill sets who share a passion for financial and administrative excellence.

VPF offers flexible work schedules with both remote and in-office work. Depending on the position and specific team schedules, a VPF staff member will spend 2-8 days per month in the office. Our primary location in Technology Square is convenient to amenities, including coffee shops, lunch spots, and events on MIT's main campus. Commuter resources, including free MBTA passes and commuter rail discounts, are available to all employees.

MIT's comprehensive benefits package demonstrates a commitment to our employees' well-being. Our benefits include health and dental insurance, a 401(k) plan with employer match, an additional pension plan with 100% of contributions managed and paid for by MIT, paid vacations and holidays, and more.

About VPF Contracts:

VPF Contracts is a professional service department within MIT's Office of the Vice President for Finance (VPF) responsible for drafting, reviewing, negotiating and executing agreements for the acquisition of goods and services. The VPF Contracts team works closely with MIT's research, educational and administrative departments, labs, centers and institutes (DLCIs) to understand business and research objectives in order to negotiate and execute terms of agreements that best protect MIT's interests and minimize risk. The VPF Contracts team provides advice and expertise in the areas of strategic analysis, negotiation, due diligence, risk mitigation, regulation and compliance, and contract creation and review. A key thinking partner to VPF and to MIT's DLCIs, the VPF Contracts team also engages in large-scale projects of strategic importance to the Institute, providing a thoughtful business and legal perspective to significant contractual relationships. It collaborates with many sectors of MIT, including the Office of the General Counsel (OGC), the Technology Licensing Office (TLO), Information Systems and Technology (IS&T), Human Resources, Business and Digital Transformation Office, and others, as it guides contractual relationships toward solutions that balance both departmental business needs and the Institute's broader mission and goals.

Position Overview

The Contract Advisor serves as part of a team of contracts attorneys and experts who serve the MIT community by reviewing, analyzing, preparing, negotiating, and administering all types of commercial contracts for the procurement of goods and services. Contract commodities cover a diverse and dynamic range of industries, including, but not limited to, professional service agreements, technology services, software licenses, equipment purchases, travel and hospitality, lab supplies and equipment, non-disclosure/confidentiality agreements, data use agreements, and many others. Contract negotiations can be complex in nature and involve commercial entities/vendors ranging from individual/small businesses to large corporations and Fortune 500 companies.

Principal Duties and Responsibilities

- Drafts, reviews, analyzes, revises, negotiates and executes commercial contracts to ensure proper legal protection for MIT while also achieving the DLCI's business and research objectives.
- Consults with stakeholders, primarily internal, on all matters relating to commercial contracts while simultaneously providing consistent and high-quality customer service to the MIT community.
- Advises and collaborates with VPF's Strategic Sourcing team to understand business requirements and scope of work, develops solicitation documents (RFI, RFP and RFQs), and secures negotiated contracts.
- Works with and advises VPF's Procurement Operations team to ensure terms and conditions on purchase orders and contracts meet MIT requirements.
- Ensures high quality and timeliness of work product and internal client satisfaction.
- Identifies and resolves contractual problems and issues within the limits of authority using appropriate professionalism and escalates issues as needed to management.
- Serves as a resource to the MIT community and collaborates with other central administrative offices on administrative matters related to contracts.
- Develops knowledge base and maintains competence in general legal compliance issues in order to resolve contract administration problems that arise involving interpretation of terms and conditions, changes in requirements, terminations, and disputes.
- Maintains a positive and professional demeanor at all times, including all communications, whether working with internal MIT clients or negotiating with external suppliers.
- Attends local and regional meetings and training for professional procurement contracting personnel and stays current with changes in policy and legislation affecting contracts.
- Assists with special projects, including, but not limited to, policy development and process improvements.
- Other duties and projects as assigned.

Qualifications

Required

- Bachelor's degree in a related field
- Minimum four (4) years of experience in one or more of the following areas: commercial contract review, drafting, and negotiation; contract strategy; compensation structures; commercial contracting terms and conditions; risk analysis and contractual risk mitigation
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and familiarity with video conferencing and collaboration tools (e.g., Zoom, Teams, Slack)
- Strong organizational skills with the ability to manage a high volume of work, balance competing priorities, meet deadlines, and maintain attention to detail in a fast-paced environment; Ability to strategically link long-range business goals to daily activities
- Strong analytical, problem-solving, and negotiation skills with a focus on continuous improvement
- Excellent verbal and written communication skills; Ability to provide responsive and professional support, including accurate interpretation and implementation advice, to internal and external stakeholders

- Strong collaboration and interpersonal skills, with the ability to build effective working relationships across teams and the broader community
- Demonstrated ability to work as part of a cohesive and collegial team, with strong interpersonal skills, supporting other members of the team and the overall team mission
- Demonstrated dependability, follow-through, and commitment to producing high-quality and accurate work
- Ability to exercise discretion, tact, and sound judgment when handling sensitive or confidential information
- Demonstrated adaptability and flexibility to learn new skills, take on additional responsibilities, and support evolving team needs
- Ability to troubleshoot and resolve issues independently with minimal guidance, and appropriately escalate complex issues to a manager when necessary

Preferred

- Juris Doctor (graduate of an ABA-Accredited law school)
- Prior experience in a university or in-house counsel environment
- Experience in one or more of the following areas: commercial contract review, drafting, and negotiation; contract strategy; compensation structures; commercial contracting terms and conditions; risk analysis and contractual risk mitigation

Supervision Received

Reports to the Manager of Contracts

Supervision Exercised

None

Additional Information

MIT considers equivalent combinations of experience and education for certain jobs. All candidates who believe they possess equivalent experience and education are encouraged to apply.

Employment is contingent upon the completion of a satisfactory background check.

MIT is unable to provide work authorization or visa sponsorship for this position.

This position has a six-month probationary period for new employees to the Institute.

MIT is an equal employment opportunity employer

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.

All qualified applicants will receive equitable consideration for employment based on their experience and qualifications and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, pregnancy, religion, disability, age, genetic information, veteran status, or national or ethnic origin.

VPF is Mission Focused

The Office of the Vice President for Finance (VPF) advances MIT's mission by supporting thoughtful stewardship and effective deployment of the Institute's financial resources. Forward-thinking and future-oriented, the office

is working to create a seamless administrative experience for MIT colleagues and make it easier for them to comply with grant, accounting, and other applicable rules. VPF also seeks to enhance the quality of financial information available to MIT and is focused on providing services that are readily adaptable to the evolving demands of an increasingly global Institute.