

MIT OFFICE OF THE VICE PRESIDENT FOR FINANCE

Job Description Form



Functional Area:	Office of the Vice President for Finance, Contracts		
Job Title:	Contracts Administrator (HR-PE089)	Position Title:	Contracts Administrator
Reports to:	Assistant Director of Contracts	Prepared On:	July 25, 2017
Level/Grade : P	Duration (if applicable): Open ended	Hours per week/status: 40/Exempt	

GENERAL OVERVIEW:

The Office of the Vice President for Finance (VPF) works to advance MIT's mission by supporting thoughtful stewardship and effective deployment of the Institute's financial resources. Forward thinking and future oriented, this 140-person office is working to create a seamless administrative experience for MIT colleagues—through technology and process improvements—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. A team-oriented office, VPF strives to exemplify financial and administrative excellence and the highest levels of integrity, inclusiveness, and accountability.

VPF Contracts is a professional service organization within MIT's Office of the Vice President for Finance (VPF) responsible for reviewing, negotiating and executing agreements for the acquisition of goods and services. The team works closely with all areas of MIT's research, educational and administrative departments, labs and centers (DLC) to understand business and research objectives in order to negotiate terms of agreements, with an eye towards protecting MIT's interests and minimizing risk. The 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 DLCs, the Contracts team also engages in large-scale projects of strategic importance to the Institute, providing a thoughtful business 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, 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 Administrator serves as part of 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, research collaborations, 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 (Essential Functions):

- Write, review, analyze, revise and execute commercial contracts
- Negotiate contracts to ensure client's business interests are achieved while protecting risk to the institute and maintaining positive working relationships with external suppliers and service providers
- Consult with and advise faculty, students and staff on all matters relating to commercial contracts while simultaneously providing consistent and high-quality customer service to the MIT community
- Advise and collaborate with VPF's Strategic Sourcing team to understand business requirements and scope of work, develop solicitation documents (RFI, RFP and RFQs), and secure negotiated contracts
- Work and advise VPF's Procurement Operations team to ensure terms and conditions and/or contracts meet MIT requirements
- Ensure contractual language and procurement process limits exposure for unintended risk to the Institute
- Assure quality and timeliness of work product as well as satisfaction of client with respect to contract requirements and terms and conditions
- Identify and resolve contractual problems and deficiencies within the limits of authority using appropriate degrees of sensitivity, and escalate issues as needed to management
- Develop and maintain competence in general compliance issues in order to 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 to key areas of the Institute
- 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, including, but not limited to, policy development and process improvements
- Other duties as assigned

Qualifications & Skills

Required

- Bachelor's degree with a minimum of 7 years of relevant experience in the review and/or administration of complex contracts OR J.D. with a minimum of 1-3 years' relevant experience in the review and/or administration of complex commercial contracts
- 1-3 years' experience with commercial contract review, drafting, and negotiation; contract strategy; compensation structures; commercial contracting terms and conditions; risk analysis and contractual risk mitigation
- Demonstrated commitment to delivering exemplary customer service
- Demonstrated ability to utilize strong analytical, negotiation and organizational skills
- Demonstrated ability to provide accurate interpretation and implementation advice to leadership and staff
- Persuasive and professional verbal and written communication skills to identify, communicate and implement complex business solutions for clients
- Demonstrated ability to work as part of a team
- Ability to strategically link long-range business goals to daily activities and to prioritize projects
- Maintain collegial relationships with staff at all levels of the Institute



Preferred

- J.D. certification strongly preferred
- Previous experience in a university or in-house counsel environment

Supervision Received:

Receive supervision from the Assistant Director of Contracts

Supervision Exercised:

None

A background check (including checking criminal records) will be required for the final candidate

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

This position has a 90-day probationary period for new employees to the Institute

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.

