

Functional Area:	Office of the Vice President for Finance, Strategic Sourcing and Contracts		
Job Title:	Contract Adm – Contract Admin 3	Position Title:	Senior Contract Administrator
Reports to:	Manager of Contracts	Prepared On:	August 2021 – Job # 20006
Pay Grade: 9	Salary Range: \$98,000-108,000	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 165-person 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. 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, education, and administrative departments, labs and centers (DLC) to understand business and research objectives in order to negotiate terms of agreements, with an eye toward 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 departmental business needs and the Institute's broader mission and goals.

Position Overview:

The Senior 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. This role serves as a key advisor to the MIT community and primary interface with suppliers in complex strategic procurement efforts and resulting contract negotiations. 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. The Senior Contract Administrator works with fair amount of autonomy.



Principal Duties and Responsibilities (Essential Functions):

- Write, review, analyze, revise, negotiate, and execute complex commercial 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
- Collaborate on high impact, Institute-wide initiatives to negotiate price and contract terms, offering consultation and advisory services while working with multiple stakeholders, on all matters relating to commercial contracts while simultaneously providing consistent and high-quality customer service to the MIT community
- Develop and implement strategies and models for complex procurement efforts and participate in strategic collaborations by serving as key participant in procurement efforts to derive business requirements and scope of work, develop solicitation documents including Request for Information (RFI), Request for Proposal (RFP), Request for Quote, (RFQ), and secure negotiated contracts
- Manage and oversee procurement contract issues, by providing advisory services to internal clients, serving as primary interface with external suppliers, respond to and provide feedback and facilitate resolution of escalated issues and disputes
- 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
- Serve as a resource to the MIT community and interface with other central administrative offices on administrative matters related to contract arrangements
- Develop and maintain competencies 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
- Prepare and present training in contracts and related procurement topics to key areas of the Institute
- Serve as a representative at workshops and seminars concerning contract administration
- Attend local and regional meetings and training for professional procurement and/or contracting staff and stay current on policies and legislation affecting contracts
- Assist with special projects, including, but not limited to, policy development and process improvements; may participate in MIT-wide committees, training MIT staff, and assignments on special projects
- Other duties as assigned

Supervision Received:

Receive supervision from the Manager of Contracts

Supervision Exercised:

None

Remote Work:

MIT is committed to supporting a safe and equitable workplace. MIT and VPF are developing guidance, policies, and models for returning to work on campus in the fall. As of August 2021, this position is designated as one that can be performed in a hybrid model of three days per week remote, two days per week in the office, and is subject to change.

Qualifications & Skills

Required

- Bachelor's degree in a related field
- At least 5 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
- Master's degree in related field
- Certified Professional Contract Manager, Certified Federal Contract Manager, Certified Commercial Contract Manager Certification
- Previous experience in a university or in-house counsel environment

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 6-month probationary period for new employees to the Institute.

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.

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.