

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: AGREEMENT NEGOTIATOR

Reports To: Designated Supervisor

UW Job Code: 5303

UW Job Family: 32 – Administrative Support

SOC Code: 13-1199

FLSA: Exempt

Pay Grade: 22

Date: 7-1-22

JOB PURPOSE:

Review, negotiate, and process sponsored project awards and contracts for the University community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare, review, negotiate and amend a full array of sponsored project agreements, including collaboration agreements, corporate/sponsored research agreements, and other forms of agreements, where required. Determine if an agreement is ready for signature.
- Review contracts to ensure compliance with University, State, and Federal policies and procedures, provide recommendations relating to any exceptions or items of concern or caution, and contribute to their creative negotiation with the partner.
- Make decisions in a timely manner through effective time management; establish priorities and target dates for information gathering, writing, reviewing, approval, assembly, and submission of contracts.
- Draft or review contract modifications received and route for internal reviews, approvals, and signatures, as needed.
- Solve complex problems by actively seeking information and new ideas from a variety of sources including researching legal issues or other topics as required.
- Produce high-quality drafts and/or final versions of contracts and statements of work; compile and analyze data, and organize and maintain records.
- Work collaboratively with campus leadership, the University's General Counsel's Office, department administrators, principal investigators, the Technology Transfer Office, and other cross-functional teams to answer questions, resolve issues, and interpret contract provisions and terms.
- Communicate clearly, professionally, and effectively with both internal and external partners and stakeholders through presentations, issue lists, written documents, and emails.

- Monitor various complex and changing federal and state laws, regulations, and guidance to assist in the interpretation and application relating to pre- and post-award administration of grants, contracts, and other agreements.
- Proactively make recommendations to campus stakeholders for ways to improve contract templates, processes and policies.

SUPPLEMENTAL FUNCTIONS:

- Perform special projects, as directed.
- May serve on University and/or external committees or task forces as necessary.
- Attend conferences and workshops applicable to research administration.

COMPETENCIES:

- Negotiation
- Integrity
- Collaboration
- Analysis/Problem Identification
- Influence
- Consistency

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in equivalent field or discipline**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- University rules and regulations.
- Customer service principles, techniques, systems, and standards.
- Supervision techniques.
- Project management.
- Contract language, processes, and procedures, including contract development and dissolution.
- Departmental computer technologies, including system requirements, functions, upgrades, additions, and new hardware and software developments.
- Recruitment and retention issues.
- Safety and emergency processes, procedures and guidelines.
- Analysis techniques.

Skills and Abilities to:

- Communicate effectively, both orally and in writing.
- Train others and provide project leadership.

- Effectively resolve problems.
- Effectively supervise staff and students.
- Successfully prepare and administer budgets.
- Manage time effectively.
- Communicate in a diverse environment.
- Supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
- Use computers, preferably in a PC, Windows-based operating environment.
- Examine and re-engineer operations and procedures, formulate policy, and develop and implement new strategies and procedures.
- Work effectively with a wide range of constituencies in a diverse community.
- Develop and maintain recordkeeping systems and procedures.

WORKING CONDITIONS:

- Work is normally performed in a typical interior/office work environment.
- No or very limited exposure to physical risk.
- No or very limited physical effort required.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.