

Search # 496182 - Contract Specialist (Technology)

Contract Specialist 1 (P4)

The University of Connecticut seeks to hire a Contract Specialist 1 to support the Procurement Contracting & Compliance team.

Under the general direction of the University Director of Procurement Contracting & Compliance and/or the Senior Contract Specialist, this role will utilize existing policies, procedures, and statutes, to draft and negotiate terms and conditions for the University's information technology and telecommunications contracts, including but not limited to contracts for IT hardware, software, maintenance/support and consulting services.

DUTIES AND RESPONSIBILITIES

1. Drafts and negotiates IT contract language (e.g., contracts for the purchase or licensing of computer hardware, software, SaaS, cloud storage, system maintenance/support, and IT consulting services).
2. Responsible for the administration of all contractual activities for University Procurement Contracting & Compliance, as they relate to the needs of the University community.
3. Collaborates with internal customer departments and colleagues within Purchasing, as needed, to draft clear contracts that accurately capture the negotiated business terms.
4. Represents the department with authority to act on behalf of the University Director, when expressly authorized.
5. Ensures proper controls over contracting procedures for sound fiscal and administrative management and compliance with state ethics codes.
6. Responsible for preparation and legal review of contracts and agreements submitted to the Office of the General Counsel and Office of the Attorney General.
7. Monitors and tracks contracts and related documents for compliance with State and Federal statutes, Board of Trustees policies, Office of the General Counsel/Attorney General guidelines, internal procedures formulated by the University, and contract terms and conditions.
8. Prepares and manages reports; maintains knowledge of, and interprets, applicable State and Federal statutes and regulations, Board of Trustees policies, Office of the General Counsel/Attorney General Guidelines, and the State's Code of Ethics; provides information, instruction and/or training, as needed or requested, in relation to University compliance with contractual matters.

9. Informs customers and/or vendors on new and/or current purchasing procedures and guidelines.
10. Analyzes technical data, i.e., scope of work and pricing information, vendor performance, and compliance to finalize contracts.
11. Serves as IT subject matter expert on committees and projects, as requested.
12. May train, supervise and/or evaluate administrative and/or technical support staff, as assigned.
13. Performs related duties, as required.

MINIMUM QUALIFICATIONS

1. Bachelor's degree, preferably in Business or appropriate discipline, and four years professional contract law/paralegal experience in a comparable environment OR equivalent combination of education and experience which totals at least 8 years' professional contracting experience in a comparable environment.
2. Experience drafting and negotiating IT contract language in an academic or corporate environment.
3. Knowledge of the differences between various types of software licenses, subscriptions, SaaS and cloud computing, and the ability to negotiate contract language to address the risks related to each type of arrangement.
4. Understanding of data privacy and security laws and regulations applicable to IT contracts.
5. Knowledge of contract law and applicable federal and state procurement statutes.
6. Ability to assess organizational needs, communicate those needs to vendors, evaluate contracts to determine technical compliance and resolve discrepancies.
7. Ability to analyze business trends.
8. Excellent interpersonal, oral and written communication skills.
9. Computer proficiency with Microsoft Suite (Word, Excel, Outlook, etc.).
10. Ability to work under tight deadlines and manage multiple projects.
11. Ability to work independently with minimal supervision.

PREFERRED QUALIFICATIONS

1. Bachelor's degree in business
2. Juris Doctorate
3. Experience developing and executing complex contracting strategies that maximize workflow efficiencies, process improvements, and operational performance.

APPOINTMENT TERMS

This is a full-time, permanent position, working Monday through Friday, located at the Storrs campus.

TERMS AND CONDITIONS OF EMPLOYMENT

Employment at the University of Connecticut is contingent upon the successful candidate's compliance with the [University's Mandatory Workforce COVID-19 Vaccination Policy](#). This Policy states that all workforce members are required to have or obtain a Covid-19 vaccination as a term and condition of employment at UConn, unless an exemption or deferral has been approved.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

TO APPLY

Please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search #496182 to upload a **resume, cover letter**, and contact information for **three (3) professional references**.

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on April 9, 2022.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty, and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University's teaching, research, diversity, and outreach missions, leading to UConn's ranking as one of the nation's top research universities. UConn's faculty and staff are the critical link to fostering and expanding our vibrant, multicultural, and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.