Job Title	Contract Specialist
PVN ID	RF-2212-005252
Category	Managerial and Professional
Location	RESEARCH FOUNDATION OF C.U.N.Y.
Department	Office of Legal Affairs
Status	Full Time
Annual Salary	$72,968.66 - $100,547.37
Hour(s) a Week	35
Closing Date	May 12, 2023 (Or Until Filled)

General Description

The Research Foundation of The City University of New York (RFCUNY) is a not-for-profit 501(c)(3) educational corporation chartered by the State of New York. RFCUNY is the fiscal agent and authorized signatory for the 26 CUNY colleges and professional schools involved in sponsored programs. As the fiscal agent for all such activity at CUNY, the Research Foundation performs a wide variety of administrative tasks, both pre- and post-award, for hundreds of grants and contracts that not only span a broad range of academic disciplines but carry out numerous public purposes.

The Contract Specialist works in the Office of Legal Affairs, an administrative, policy and service unit of the Research Foundation. The Contract Specialist reports to the Senior Contract Paralegal and exercises independent judgment, as delegated, in the fulfillment of the duties and responsibilities assigned. The Contract Specialist will work collegially with other members of the Legal Affairs staff to identify and resolve special problems, assure the provision of the highest quality of customer service, and maintain exemplary standards of personal professional ethics. The Contract Specialist supports the work of other RF units by communicating effectively with staff involved in related projects, by being of assistance to others, and by participating in team-based projects as assigned. The Contract Specialist reviews, drafts and negotiates contracts, grants, subawards and independent contractor agreements in accordance with Foundation policies and procedures. As a resource to the field, the Contract Specialist informs the colleges and project directors about sponsor requirements and issues relating to contract execution.

Other Duties

Reviewing, negotiating and drafting legal documents and other related documentation to ensure such documents comply with:
• the Foundation's policies and procedures
• applicable sponsor requirements
• applicable legal regulations

• CUNY policies and procedures, and are in the College's best interest

The Contract Specialist:
• Drafts and processes various subawards in compliance with sponsor and Foundation requirements.
• Reviews requests for independent contractor agreements ("ICA") and accompanying documentation to ensure proper classification of workers in accordance with IRS regulations.
• Reviews and negotiates grants and contracts, serves as the main liaison with outside contracting representatives, and follows up on contract, subaward and ICA documents to see agreements through to full execution.
• Resolves problems and responds to inquiries from field and sponsor related to applications for awards, document processing, and application of and compliance with Foundation policies and procedures.
• Drafts, negotiates and reviews various other documents requiring execution by Foundation.
• Prepares various reports and summaries under the direction of the Senior Contract Paralegal.
• Reviews all transactions to identify and assess fiscal risks and insurance requirements.
• Routinely informs Senior Contract Paralegal of work progress; provides timely updates on all critical matters; identifies problems and implements solutions.
• Other duties as assigned.

Qualifications

• BS or BA Degree
• Superior customer service, interpersonal, and organizational skills
• Excellent communication skills, both oral and written
• Proficiency with Microsoft Office, Word, Excel, and Outlook
• Prior experience in contract review, preparation, negotiation or management (strongly preferred)
• Certificate of Paralegal studies (preferred)
• Experience in grants/contracts administration at a college or university (preferred)