

**Position Announcement:**

Assistant Director of Contracts – Office of Sponsored Programs for the UT Institute of Agriculture  
(Knoxville, TN)

**Overview and Mission:**

The UT Institute of Agriculture (UTIA) Office of Sponsored Programs (OSP) provides effective and efficient pre-award support for externally funded research, extension and teaching activities while also remaining compliant. The Assistant Director of Contracts, UTIA OSP, reports to the Director of OSP and oversees all aspects of contract negotiation and administration.

The UTIA OSP provides individualized service in all aspects of proposal development and award negotiations for federal, state, and private funding. OSP helps ensure compliance with internal and external requirements within an atmosphere of professionalism and collaboration.

**Job Responsibilities:**

This is a full-time position providing contract negotiation and administration for UTIA's Office of Sponsored Programs. This position negotiates and administers contracts and grants with external agencies including non-financial agreements such as material transfer agreements and confidentiality agreements as well as sub-awards with other agencies. The position ensures contracts and grants follow all federal costing principles and standards; University rules and regulations; and meet compliance standards on issues involving animal and human subjects, radiation safety, biosafety, and export control regulations. The Assistant Director resolves complex issues that arise as a result of a proposal, contract, award, account or commitment. The Assistant Director advises and collaborates with the University of Tennessee Research Foundation, the University of Tennessee General Counsel, and other University partners.

The Assistant Director collaborates with the Director to establish research policy and procedures and, in the absence of the Director, supervises professional staff, assesses workload, and assigns work functions. The position will also train other OSP staff who process contracts.

**Required Qualifications:**

1. Bachelor's degree with five years of experience working in an office of sponsored programs administration in an academic, research institute, foundation, or national laboratory environment.
2. One to three years' experience in contract negotiation.

**Preferred Qualifications:**

1. Master's degree plus 5 years' experience in office of sponsored programs administration in an academic, research institute, foundation, or national laboratory environment.
2. Three to five years' experience in contract negotiation.

**The Knoxville Community:**

Nestled in the foothills of the Appalachian Mountains along the Tennessee River, Knoxville is a thriving Southern city known for its great outdoors, diverse music scene, and wide variety of eateries. It is nationally known for its Urban Wilderness, located less than three miles from downtown, with more than

50 miles of natural trails. A vibrant downtown, located less than a mile from the heart of the UT campus, offers live entertainment, unique shopping and outstanding local dining.

With a population around 185,000, it is both the oldest and the third-largest city in the state of Tennessee; only Memphis and Nashville are larger., Knoxville is a one-hour drive from Great Smoky Mountains National Park, the U.S. National Park Service's most-visited site. Knoxville also is within a day's drive or less to many major metropolitan areas, including Atlanta, Chicago, Washington, D.C., and the Atlantic coast. UT's Neyland Stadium is one of the country's largest sports venues. Knoxville was rated #8 in "America's Favorite Places" by Travel & Leisure, #2 in "Most Affordable Cities" by Forbes, #5 for "Best Cities for Small Business" by CNN Money, and a Top 10 "Destination on the Rise" by Trip Advisor.

**Application:**

Job application review will begin immediately and remain open until a suitable candidate is selected. Qualified individuals must apply online and submit application materials via electronic means through the UT recruitment website at: <https://tiny.utk.edu/AsstDirectorOSP>.

Applications must include: (1) resume, (2) letter of interest, and (3) names, addresses, e-mail addresses and telephone numbers of at least four professional references.

Inquiries about the position should be directed to: [dwhite25@utk.edu](mailto:dwhite25@utk.edu)

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University. Inquiries and charges of violation of Title VI (race, color, and national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone (865) 974-2498. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.