

# San Jose State University Research Foundation

## Position: Contract Manager

**DEPARTMENT:** Office of Sponsored Programs (OSP)

**IMMEDIATE  
SUPERVISOR:** Director, OSP

**POSTING DATE:** August 21, 2020

**CLOSING DATE:** Open Until Filled

**SALARY:** \$110,000 to \$125,000

**BENEFITS:** **Exceptional benefits for employees and eligible dependents: Company subsidized CalPERS medical selections, 3 PPO's and 6 HMO's; company paid dental and vision insurance for employees and eligible dependents; Life, AD&D, and LTD coverage; paid federal and state holidays; a 403 (b) retirement plan with a 7% employer retirement contribution following 1 year of benefited employment, which vests immediately; vacation accruals and a stand-alone sick leave hours accumulation; and a subsidized post-retirement medical insurance for eligible employees.**

**EXEMPT STATUS:** Fulltime, Exempt

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### GENERAL NATURE OF POSITION:

The SJSU Research Foundation Office of Sponsored Programs (OSP) partners with the SJSU Office of Research to assist faculty in the pursuit of external funding for sponsored research, service projects, and other discretionary activities. Fully committed to delivering best in class services, OSP serves as the central coordination point for all grants and contracts, and partners with principal investigators (PIs) to ensure compliance with federal, state, and institutional policies.

As a member of the OSP team, this role will reside within Compliance, and will be primarily responsible for reviewing, negotiating and finalizing contract agreements with industry, Federal, State, and other sponsors. The incumbent will work with other functional areas within the Office of Sponsored Programs to ensure that compliance and contractual concerns are addressed with faculty on the creation and development of grant proposals and in the negotiation of grant and contract awards for research, training and other projects of San Jose State University (SJSU). They will also ensure that any regulatory items are addressed in regards to post-award accounting, grant and contract management, including budget compliance, interpretation and analysis of regulations for a large volume of complex and restricted funds from a variety of sponsors such as federal, state, profit, nonprofit and local government agencies.

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## ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Analyze and negotiate complex contractual documents on behalf of the Research Foundation. Ensure that terms and conditions are acceptable to SJSU and the Research Foundation to ensure that the University's rights are protected and the legal interests of the Research Foundation is represented.
2. Reviewing, negotiating and finalizing contract agreements including Non-Disclosure Agreements (NDA), in collaboration with the OSP Managers including drafting agreements and contract language as requested by funders; working with sponsor agencies to revise language as needed.
3. Providing the final agreement and back up documentation to OSP Director for signature.
4. Advise faculty, the authorized signers, and university officers, as appropriate, regarding potential risks, irregularities of proposal applications, and responsibilities. Prepare and negotiate subcontract documents and if applicable ensure documents are in compliance with Uniform Guidance terms and conditions and other required federal regulations.
5. Oversight of monitoring compliance at differing stages of the proposals to ensure compliance of Federal Acquisition Regulations (FAR), OMB circulars, state, and local regulations, as well as CSU, SJSU and sponsor requirements, guidelines, policies, and procedures.
6. Review and sign off close accounts to ensure contractual obligations and compliance requirements are met.
7. Ensure grant guidelines or contract provisions are followed regarding proper financial accounting, preparation and filing of financial reports, and timely submission of the technical progress reports or deliverables by principal investigators.
8. Review the subcontracts' monitoring such as reviewing the FFATA (Federal Funding Accountability and Transparency Act) reports, subcontracts' single audit reports, etc.
9. Participate and collaborate with OSP Director in the development of departmental policies, procedures and process to promote grants and contracts that support the Research Foundation's objectives. Regularly contribute to the OSP monthly bulletin.
10. Perform other job-related duties as assigned.

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## INTERPERSONAL CONTACTS:

- 1) Reports to Director, OSP.
- 2) Develop and maintain effective working relationships with internal staff and departments, Principal Investigators, SJSU VP for Research and Innovation, AVP for Research, college deans, departmental chairs, and sponsor agencies on a regular basis.

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## SUPERVISORY RESPONSIBILITIES:

None, although may be called upon for advice and direction by others.

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## QUALIFICATIONS:

- 1) Education and Experience

- Juris Doctor (JD) degree required.
- A minimum of 2 to 3 years of work experience of increasingly progressive Project Management responsibilities is required.
- Minimum of 2 to 3 years' experience in a progressively responsible research compliance role.
- Experience in a contracts and grants administration at a Research Foundation, university, or other-non-profit organization is preferred.
- Experience in electronic research administration is preferred.
- Knowledge of 2-CFR-200 (OMB Uniform Guidance) and FAR regulations is preferred.

## 2) Knowledge, Skills, Abilities Required

- The position requires strong verbal and written communications skills, organizational and time management skills with a focus on multi-tasking, prioritization and adaptability.
- Thorough knowledge of current computer and office automation equipment and software required. Must be proficient in the use of MS Office (Word, Excel, Access, Gmail), windows or other applicable software packages.
- Thorough knowledge and understanding of pre-award requirements, government relations and principles applicable to contracts and grants.
- Excellent communication and writing skills required.
- Demonstrated ability to cultivate and maintain positive working relationships with Research Foundation colleagues, faculty and representatives of various organizations and agencies.
- Ability to prioritize tasks, to work independently, to maintain confidentiality, and to take initiative to improve upon current operations.
- Ability to work in a fast pace environment, and handle multiple deadlines and tasks with diplomacy under pressure.
- Excellent judgment, independent creative problem solving skills.
- Accuracy in the development of complex multiyear budgets.

## 3) Complexity of Duties

- Works on a variety of problems of complex scope where analysis of data or solutions requires an evaluation of intangible, variance factors. Exercises independent judgment in developing methods and evaluating criteria for achieved results.
- Must be able to act on critical issues in an independent manner.
- Erroneous decisions or recommendations, or failure to get results would cause additional costs and personnel, and serious delays in overall schedule.

## 4) Physical Requirements

- Must be able to operate a PC including mouse and keyboard.
- Must be able to operate a ten-key adding machine.
- Must be able to operate general office equipment.
- Must be able to sit for extended periods of time.
- Visual acuity associated with concentrated computer use.

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**NOTE:** This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.

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## BENEFITS:

**The comprehensive benefit package includes:**

- a) Nine company subsidized CalPERS health insurance plans to choose from (employee contributions differ according to plan and level of coverage)
  - b) Employer paid dental and vision for both employee and eligible dependents
  - c) Life, AD&D, LTD with supplemental coverage opportunities
  - d) 13 paid Federal & State Holidays
  - e) Retirement Plan: 403 (b) employee contribution plan component and a 403 (b) employer Contribution component, which vests immediately
  - f) Vacation hours accruals and separate sick hours accumulations.
  - g) Employee Discounts
  - h) Paid Training and Conferences
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#### APPLICATION PROCEDURE

To apply for this position, an applicant must submit a formal application for employment, as well as a resume and a cover letter. The applicant may do this via e-mail or by regular mail. The formal employment application is located at:

<https://www.sjsu.edu/researchfoundation/docs/Employment-Application.pdf>

**It may also be obtained from the Research Foundation through its website at**

<https://www.sjsu.edu/researchfoundation/index.php>

Please address your formal application, your resume and your letter of interest directly to:

San Jose State University Research Foundation

Attn: HR/Job Code **Contract Mgr**

210 North 4th Street

San Jose, CA 95112

E-mail: [Foundation-jobs@sjsu.edu](mailto:Foundation-jobs@sjsu.edu)

#### Reasonable Accommodation

The San José State Research Foundation is committed to providing access, equal opportunity and reasonable accommodation for individuals with physical or mental disabilities in the employment, recruitment, examination, hiring and interviewing processes. If you are a job seeker with a physical or mental disability and require a reasonable accommodation to search, apply, or interview for a job opening or otherwise need a reasonable accommodation during the application and hiring process, please contact us at [Foundation-jobs@sjsu.edu](mailto:Foundation-jobs@sjsu.edu). In the email message, please indicate your full name, phone number and the type of assistance required. You must not reveal the underlying medical reason for your needed reasonable accommodation or otherwise disclose confidential medical information. You may also call (408) 924-1400 from 8:00am to 5:00pm (PST), Monday through Friday, excluding holidays, to get assistance.

The Research Foundation provides excellent benefits package to benefited employees. Please visit <https://www.sjsu.edu/researchfoundation/employees/benefits/index.php> to get more details.

Research Foundation employment is separate and distinct from San Jose State University or State of California employment. Research Foundation employees are not employees of either SJSU or of the state of California.

The San Jose State University Research Foundation (SJSURF) is a non-profit auxiliary of San Jose State University. SJSURF is totally self-supported. The majority of the organization's funding comes from the federal government, and other public and private entities. With annual revenues totaling over \$65 million, programs managed through SJSURF cover a rich diversity of applied research, public services, and educational related activities.

SAN JOSE STATE UNIVERSITY RESEARCH FOUNDATION is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, sex, genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.

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