

Search 496256

Contracting Specialist I (P4)

The University of Connecticut seeks to hire a Contracting Specialist I to support the Procurement Contracting & Compliance team. Under the general direction of the University Director of Procurement Contracting & Compliance and the Senior Contract Specialist, the Contract Specialist utilizes existing policies, procedures, statutes, to plan, develop and organize all phases of assigned responsibilities for successful contracting in support of the procurement of goods and services for all University campuses, including the main campus in Storrs, the Regional Campuses, and satellite campuses.

DUTIES AND RESPONSIBILITIES

1. Responsible for the administration of all contractual activities for University Procurement Contracting & Compliance, as they relate to the needs of the University community.
2. Collaborates with internal customer departments and colleagues within Purchasing, as needed, to draft clear contracts that accurately capture the negotiated business terms.
3. Represents the department with authority to act on behalf of the University Director, when expressly authorized.
4. Ensures proper controls over contracting procedures for sound fiscal and administrative management and compliance with state ethics codes.
5. Responsible for preparation and legal review of contracts and agreements submitted to the Office of the General Counsel and Office of the Attorney General.
6. 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.
7. Prepares and manages reports; maintain knowledge of, and interpret, 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; may provide training in relation to University compliance with contractual matters.
8. Informs customers and/or vendors on new and/or current purchasing procedures and guidelines.
9. Analyzes technical data, i.e., scope of work and pricing information, vendor performance, and compliance to finalize contracts.

10. May train, supervise and/or evaluate administrative and/or technical support staff, as assigned.
11. 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' experience in contract law/paralegal in a comparable environment.
2. Knowledge of contract law and applicable federal and state procurement statutes.
3. Ability to assess University needs, communicate those needs to vendors, evaluate contracts to determine technical compliance and resolve discrepancies.
4. Ability to analyze business trends.
5. Excellent interpersonal, oral and written communication skills.
6. Computer proficiency in MS Word, Excel and Outlook.
7. Ability to work under tight deadlines and manage multiple projects.
8. Ability to work independently with minimal supervision.

PREFERRED QUALIFICATIONS

1. Juris Doctorate
2. 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, Monday through Friday, 8:30 a.m. to 4:30 p.m., located at the Storrs campus. Department may be able to accommodate a remote or hybrid telecommuting work schedule subject to authorization and University policy.

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 #496256 to upload a **resume, cover letter**, and contact information for **three (3) professional references**.

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.