



DATE: 11/06/2023

TITLE: Contract Management Specialist		
HUMAN RESOURCES USE ONLY:	SALARY TABLE: AP	CLASS CODE: PE412
UNION: P&A – Local 1979, U.A.W.	SALARY GRADE: 13	EEO CODE: 30
JOB GROUPING: Stand Alone	FLSA: Exempt	EMPLOYEE CLASS: PE

POSITION PURPOSE

The Contract Management Specialist is responsible for assisting the Senior Director, Office of Contract Management Business Services with the strategic planning, contract development, review, negotiation, and evaluation of contracts for the University Business Services, the School of Medicine (SOM); and College of Nursing, and Eugene Applebaum College of Pharmacy and Health Sciences as appropriate.

This position will serve as the liaison for contracting matters between outside counsel, partner organizations, Wayne State University’s Office of the General Counsel, and internal stakeholders. Responsibilities include coordinating execution of contracts in compliance with Wayne State University (WSU) policies and procedures, state and federal laws, and relevant accreditation standards, and maintaining the electronic contract repository. This position will report to the Senior Director, Office of Contract Management Business Services.

Essential Job Functions (Group similar job duties together).	% of Time
Assist with strategic planning, contract development, review, edit, negotiations, and evaluation of contracts, including but not limited to, affiliations/partnerships, leases, licenses, purchases, sales, insurance, and employment arrangements.	30%
Minimize risk by evaluating contracts for adherence to university approved terms and conditions and identify terms that are missing from a contract that are needed to protect the university’s interests.	20%
Ensure that fully executed contracts are properly organized in the contract management database. Monitor and initiate contract renewals prior to contract expiration.	15%
Coordinates with and seeks advisement from subject matter experts and other departments to ensure appropriate contract terms for specific projects.	10%
Work directly with university faculty, outside contracting partners, and WSU Office of the General Counsel to ensure that that contracts are timely processed and executed.	10%
Ensures that contracts are developed and operationalized in compliance with relevant accreditation and legal standards.	10%
Other duties as assigned. (Standard - Do not remove)	5 %

Total estimated of time must equal 100 % 100 %

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

WORK CONTEXT

This grid characterizes the position scope.

Job Reports to:	Senior Director
Leadership Accountability:	Implements operating plans
Supervisory Accountability:	None
Organizational Accountability:	None
Financial Accountability:	Monitors expenditures
Customer Accountability:	Interfaces with customers outside the S/C/D
Freedom to Act:	Subject to regular review by supervisor

MINIMUM QUALIFICATIONS

Education:

- Bachelor's degree preferred.
- In lieu of a bachelor's degree, five or more years of contract management experience may suffice.

Experience:

- Experienced (minimum 3 years of job-related experience)
- Minimum of 3 years' relevant contract management experience in a business, healthcare, higher education, or law firm setting preferred.

Knowledge, Skills, and Abilities:

- Ability to review and draft complex contracts including but not limited to affiliations/partnerships, leases, licenses, purchases, sales, insurance, and employment arrangements.
- Strong interpersonal and communication skills.
- Ability to work independently while establishing and maintaining effective working relationships with wide variety of constituents.
- Experience with electronic contract management systems.
- Ability to shift priorities and multi-task on various projects.

WORKING CONDITIONS:

- Office environment.