



MANAGER - CONTRACTS COORDINATOR
University of Pennsylvania School of Medicine
Reference Number: 050316838

A leader in medicine for more than 230 years, The University of Pennsylvania opened its School of Medicine in 1765. Since its founding days, Penn has expanded medical frontiers by creating some of the nation's earliest programs including Dermatology, Neurosurgery, Ophthalmology and Radiology. We currently are the only Delaware Valley program to offer transplantation of five major organs, further demonstrating our commitment to scientific discovery and patient care.

Duties:

The role of the Contracts Coordinator will be to provide guidance, direction and support to faculty and staff in the preparation of contract materials in response to government RFP's (business proposals, requirements for technical proposals, documentation for best-offer negotiations, small business plans etc.); provide project management for post-award contracts, including financial and administrative aspects of post-award contracts; develop contract management process and educate SOM faculty and staff about the effective conduct of federal contracts; identify and contact faculty about potential new RFP opportunities; develop resources to aid faculty and staff with responding to RFP's and performing federal contracts; create and maintain a contract "database" and track success rates; provide ongoing guidance and assistance with "statements of work," cost estimates and evaluation plans; interact with NIH contract managers and Office of Research Services, maintain records, interact with Principal Investigators, write reports, schedule and manage meetings with investigators.

Qualifications:

BA/BS and 3 - 5 years related administrative experience; or equivalent combination of education and experience; university/ research organization or government research contract administration experience preferable; knowledge of federal regulations, forms and guidelines; ability to work cooperatively with diverse set of constituencies is essential; strong interpersonal skills; attention to detail; ability to self-manage in a dynamic environment; ability to set priorities; strong language skills; ability to learn quickly; ability to work as a member of a team; excellent written and verbal skills; computational skills necessary to perform above referenced responsibilities. Possible evenings and weekends.

For more information about working at Penn and to apply for this position, please submit resumes online at the University of Pennsylvania's Human Resources website:

<https://jobs.hr.upenn.edu/applicants/Central?quickFind=180786>

Alternately you may search by reference number **050316838** at <https://jobs.hr.upenn.edu/>

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Executive Director, Office of Affirmative Action and Equal Opportunity Programs
Sansom Place East, 3600 Chestnut Street, Suite 228
Philadelphia, PA 19104-6106

Or by phone at (215) 898-6993 (Voice) or (215) 898-7803 (TDD).

<http://www.hr.upenn.edu/>