

Family: Legal and Compliance

Level: PR2

Position Profile Title: Officer-Contracts

Salary Grade	Minimum	Midpoint	Maximum
6	\$60,288	\$82,860	\$105,420

PROFILE SUMMARY:

Positions in this job profile draft, negotiate, review, advise on and execute contracts to ensure compliance with federal and state laws and regulations; and OSU policies. They may prepare and/or evaluate solicitations, proposal submissions and proposers/sub-recipients and advise faculty and staff on contractual rights and obligations. They provide interpretation and advise on state and federal regulations with internal and external stakeholders.

DISTINGUISHING CHARACTERISTICS:

The distinguishing characteristic of the Officer-Contracts profile are the responsibilities to negotiate, manage and enforce compliance of contracts university-wide. Positions provide expertise, problem solving, risk mitigation, and guidance while ensuring compliance with OSU policies, procedures, laws, regulations, contractual agreements, and industry standards.

PRIMARY POSITION RESPONSIBILITIES:

1. Drafts, negotiates, interprets and problem-solves with managers and employees on the terms and conditions of university contracts with other parties.
2. Ensures compliance with OSU policies, procedures, laws, regulations, contractual agreements, and industry standards.
3. Provides subject matter expertise, advisement, and training to internal and external stakeholders regarding area of compliance, contractual terms, and obligations.
4. Performs monitoring and assessment activities including auditing transactions and processes for risk factors, integrity, and compliance, with follow up coaching, training, or corrective action.
5. Manages workflow and process improvements that streamline services provided by the department.
6. Researches, analyzes data, and provides reports to inform decisions.
7. Manages information, records, documentation, and systems including storage and maintenance.

PROBLEM-SOLVING AND DECISION-MAKING:

Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New innovative concepts and approaches must be frequently developed.

Decisions have major implications on the management and operations of an area within an organization/department; job may contribute to important strategy, operations, and business decisions that affect the organization/department.

Decisions impact:

- Entire University
- Functions across the University
- Department
- Direct team
- Students/Parents
- Other External Agencies and Institutions



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ACCOUNTABILITY:

Results are defined by senior management; existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Positions typically do not have supervisory nor fiscal responsibilities.

RELATIONSHIPS WITH OTHERS:

Collaborates and interacts within the Dept/Unit, University Wide, and Externally to:

- Develop and maintain relationships with key contacts to enhance workflow and work quality.
- Exchange routine, factual information and/or answer routine questions.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Persuade, gain cooperation and acceptance of ideas, or collaborate on significant projects.
- Resolve conflict, negotiate, or collaborate on many types of projects.
- Exchange detailed information or resolve varied problems.
- Access and/or work with sensitive and/or confidential information.
- Handle sensitive issues and facilitate collaboration at the highest level.

TYPICAL REQUIREMENTS:

Bachelor's degree in field related to assigned responsibilities.

Experience interpreting, and applying laws, regulations, policies and contracts.

May require certification or licensure and/or continuing education in field related to assigned responsibilities.

DISCLAIMER:

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.