

Job Code: 101559
Position #: (PSA) (E)
Developed by: MM; KK
Reviewed by: DLJ
Approved by: LK
Date: 05/06/22

**UNIVERSITY OF RHODE ISLAND
POSITION DESCRIPTION**

TITLE: Contract Manager, Information Technology (IT) Services

DIVISION: Academic Affairs (Information Technology Services)

REPORTS TO: Director, IT Administration

GRADE: 15

SUPERVISES: Support Staff, students

BASIC FUNCTION:

Play key role in reviewing, modifying, and drafting contracts and vendor related documents for the University's Information Technology organization. Work closely with IT leadership to determine and review hardware and software licensing contracts/agreements, including drafting and negotiations. Advise Senior Management and ensure all contracts are completed efficiently including processed through the University's legacy system for approval.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Work closely with and provide daily support to the Director, IT Administration, and the Chief Information Officer in drafting, analyzing, and negotiating all IT agreements across URI's IT enterprise.

Conduct in-depth analysis of contract requirements, special provisions, terms, and conditions to ensure compliance with appropriate laws, regulations, and enterprise-wide policies. Work with stakeholders to develop a thorough understanding of the business case and financial implications.

Identify and analyze complex legal/regulatory/business issues and provide appropriate advice to IT leadership and URI Office of General Counsel.

Advise, counsel, and collaborate with internal clients across the enterprise and URI's Office of General Counsel to clearly, concisely, and effectively convey contractual risk assessment.

Collaborate with URI staff to engage both internal clients and third parties to negotiate contract terms favorable to the University.

Work with minimal supervision on day-to-day contracting matters.

Ensure approval and execution of contracts in accordance with URI policies and contracting standards.

Develop, maintain, and revise contract templates and contracting guidelines to ensure uniform general contract terms and conditions are used.

Review, update, and maintain contract documentation in accordance with University policies.

Participate in negotiations of agreements for technology, including but not limited to computer hardware, software, and other equipment with an IT requirement.

Serve as a subject matter expert on technology purchases.

Work closely with the technology Procurement team in URI Purchasing on complex agreements.

Creatively resolve contract issues in a timely manner.

Keep abreast of new legal and regulatory developments that affect or may affect the University, including new data privacy regulations.

Analyze, troubleshoot, and resolve issues related to IT contracts as they arise.

Be flexible and adaptable to quickly changing priorities and changing University priorities. Be flexible in learning new emerging tools as they are launched.

OTHER DUTIES AND RESPONSIBILITIES:

Conduct periodic evaluation reviews of the effectiveness and efficiency of the IT contract process and report these reviews.

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum of five years of experience in business management, accounting and/or contract management for a large, complex institution; Demonstrated experience with IT and/or business procurement and IT contract processes; Demonstrated experience ensuring organization and business requirements are represented in the contracts or acquisition/purchase; Demonstrated experience with information technology contract terminology; Demonstrated experience with information technology administration; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated organizational and record keeping skills; Demonstrated ability to work with diverse groups/populations; and, Demonstrated ability to work with constituents of varying technical skill levels.

PREFERRED: Bachelor's or Master's degree in business or legal disciplines; Demonstrated experience as a contract manager for information technology contracts; and, Demonstrated higher education experience.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.