



CONTRACT ADMINISTRATOR

Job Summary

Responsible for managing the entire life cycle of grants/contracts and serving as Assistant Facility Security Officer (AFSO), and other duties as assigned.

Primary Responsibilities

- Assist in proposal identification, planning, preparation, and submission
- Prepare contracts and contract modifications
- Ensure subcontractors/consultants/vendors follow legal requirements and government regulations, including FARS and DFARS
- Serve as liaison with government and industry contracting officers and internal program teams.
- Assist in the preparation, proofreading, submission, and maintenance of the NUARI repository of contract reports
- Assist in the preparation, submission, and maintenance of the NUARI repository of Government regulatory reports
- Support procurement activities in accordance with NUARI's Procurement Policy
- Ability to attend professional meetings, trainings, and conferences to stay current with contracting regulations and best practices.
- Perform contract close-out activities. Maintain and destroy files in accordance with NUARI records retention policy
- Serve as AFSSO supporting security compliance activities, personnel clearances, and facility security administration in accordance with NISP as needed.

Qualifications

The requirements listed below are representative of the knowledge, skill, and/or ability required.

- As this position often has access to sensitive business or legal information, the individual must be able to maintain confidentiality
- Must be eligible for and willing to maintain a Department of Defense personal security clearance
- Keen attention to detail coupled with strong organizational skills
- Proficiency with MS Word, Excel, PowerPoint, Acrobat, and Outlook
- Must have excellent communication skills, both written and verbal
- Must possess the ability to prioritize and handle multiple projects, sometimes on a tight deadline, utilizing organizational and communication skills.

Education and/or Work Experience

- Bachelor's degree preferred, or may be substituted with years of experience
- Five+ years' experience in a related environment and/or equivalent combination of education and experience.
- Government contracting experience is strongly desired. Experience in business compliance or a legal setting, such as a paralegal position, may be helpful if direct contracting experience is not available. May consider training if other qualifications are strong.

To Apply

Qualified and interested candidates are encouraged to submit a cover letter and resume to cwillet1@norwich.edu.

Salary Range: \$65,000 - \$85,000 Commensurate with experience.

NUARI is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin. Applications from women and people of diverse racial, ethnic, and cultural backgrounds are encouraged. Competitive salary and excellent benefits package offered. Salary is commensurate with experience. Please visit <http://nuari.org> for more information.