

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

**Contract Specialist
Legal Affairs and Strategic Planning
Regular Full-Time Position
Position Number - 631110**

General Description

The Contract Specialist reviews agreements or proposed agreements for conformity to applicable laws, regulations, policies and rules; analyzes contracts and confers with various departmental representatives to detect ambiguities, inaccurate statements, omissions of essential terms and conflicts with possible legal prohibitions; recommends modifications; converts non-conforming agreements into required or recommended standard contract form; prepares agreement amendments; may initiate proposed changes to standard contract forms. The Contract Specialist also conducts legal research and assists with preparation of University responses to litigation and/or governmental agency requests. The Contract Specialist reports to and is supervised by the Vice President for Legal Affairs and Strategic Planning (University Counsel).

Primary Duties and Responsibilities

- Draft contracts and other miscellaneous agreements by selecting the appropriate format from the files and inserting the required legal terminology.
- Review submitted agreements and contracts for accuracy, inclusion of all necessary clauses and correct assembly; forward documents to concerned parties for their review and approval; confer with concerned departments and redraft certain portions of documents as appropriate.
- Establish cooperative working relationships with departmental representatives, vendors and contacts in the interest of resolving problems and disputes; answer inquiries concerning the processing of contracts and other agreements; locate the cause of delays in processing documents; explain additional requirements that must be met by contract parties before contracts can take effect; explain contract policies and procedures.
- Train new employees regarding contracting procedures.
- Receive, read and respond to contract, litigation and governmental agency-related requests.
- Maintain files containing court decisions, reports, and other matters pertaining to the contracting and legal issues and disputes.
- Assist with implementing the goals and objectives of the office and the University.
- Conduct legal research projects and other research functions as they relate to contract and legal matters.
- Prepare and compile responses to discovery and governmental agency requests.
- Organize documents, exhibits, etc., to facilitate case presentation in contested case matters.
- Provide assistance during the course of contested case proceedings.
- Enter and update contract and legal case information in office databases. Conduct follow-up activities to improve service delivery, assessment and report preparation.
- Attend University and external meetings and workshops as required.
- Establish an annual professional development plan under the guidance of the VP for Legal Affairs and Strategic Planning and meet the goals of that plan.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to successfully organize and manage contract review procedures.
- Ability to effectively provide seminars, workshops, instructions and one-on-one assistance on contracts and agreements.
- Ability to analyze and diagnose prohibited and ambiguous contract provisions and provide alternative solutions.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to communicate effectively using strong oral and written communication skills.
- Ability to maintain confidentiality.
- Ability to accurately prepare records and reports.
- Ability to maintain a flexible schedule for appointments and seminars.
- Ability to accommodate occasional travel to attend system and external meetings pertaining to contracts and legal office support.
- Proficiency in word processing, database and spreadsheet software and in using the Internet and law libraries for research.

Required Minimum Qualifications

- Bachelor's degree in business administration, management or other related discipline.
- One year of experience in contract review and administration.
- Demonstrated experience and skills in legal research, contract drafting and contested case support.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Law degree or paralegal certification.
- Two or more years of experience in contract review and administration.

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