

Sr. Contracts Associate – Preclinical Legal Team

Link to posting: [Sr. Contracts Associate](#)

The **Office of Technology Development (OTD)** is crucial in supporting MSK's research mission and ensuring that promising discoveries made in our laboratories are further developed and commercialized. We are seeking **Senior Contracts Associates** to join our growing Preclinical Research Contracts Team dedicated to enabling preclinical, nonclinical, and retrospective clinical research at MSK. Join us!

You will:

- Be responsible for independently managing contracts from creation to execution.
- Review, draft, negotiate, finalize, and amend standard agreement terms and conditions with minimal direction from MSK legal counsel.
- Upload and activate fully executed agreements, and maintain and update relevant contract system(s) and databases.
- Assist with special projects and other job-related activities as assigned.
- Support the development and implementation of MSK contract guidance documents, workflows, policies, SOPs, and tools for tracking and managing agreements.

You Are:

- Experienced with the preparation and negotiation of research contracts (e.g., confidential disclosure agreements, material transfer agreements, data transfer agreements, collaborative research agreements, sponsored research agreements, service agreements, inter-institutional agreements, etc.) and able to apply this experience to advance the organization's goals.
- Passionate about continuous improvement, knowing the most effective and efficient processes to optimize workflow.
- Eager to foster talent and support people in meeting their career goals and the organization's goals.
- Comfortable working in a fast-paced environment notable for a high volume of contract requests.

You have:

- Juris Doctor, Doctor of Jurisprudence, Doctor of Law, or equivalent professional degree.
- 2-4 years relevant experience, preferably drafting and negotiating specifically comparable agreements.
- Proven experience interacting with all levels of staff including research staff (e.g., principal investigators), administrators, and institutional leaders.
- The ability to develop, facilitate, and orchestrate effective communication with all members of MSK; responsible for writing, preparing, and educating staff on contracting procedures and processes.

This position is a hybrid role with at least two days on-site per week, consistent with the overall team.

Are you ready to learn more about our [Benefits?](#)

Pay Range: \$109,300.00-\$174,800.00/annually

Please [click](#) to learn more about MSK's compensation philosophy.