

Assistant General Counsel I, Clinical Research Contracts Team, Office of General Counsel

MSK's Office of General Counsel is seeking an experienced attorney to join its Clinical Research Contracts team. In this role, you will have the opportunity to support and advise our scientific and research leaders and aid the MSK Legal team in advancing MSK's mission of ending cancer for life.

Role Overview:

- Independently draft, review, negotiate, and manage agreements related to clinical research, including Clinical Trial Agreements with industry or other academic institutions.
- Proactively update and develop strong working relationships with investigators and other internal stakeholders.
- Develop and implement MSK contract guidance documents, workflows, policies, SOPs, and tools for tracking and managing agreements.
- Collaborate closely with other members of the MSK Legal team, sharing and addressing new legal, business, and institutional issues as relevant.
- Contribute to special legal projects and initiatives assigned by the Lead Assistant General Counsel and OGC Legal Leadership.

Key Qualifications:

- Juris Doctor with active bar membership in good standing.
- Approximately 4-6 years of experience drafting, reviewing and negotiating substantive research contracts (e.g., sponsored and collaborative research agreements, materials and data transfer agreements, consortium and data registry agreements, license agreements, etc.) and other research-related agreements preferably for an academic or non-profit institution in a high volume environment.
- Demonstrated knowledge of contract law, intellectual property issues, and research or healthcare transactions.

Core Skills:

- Outstanding written and verbal communication.
- Excellent issue spotting and negotiating with sharp attention to detail.
- Exceptional professionalism and client service, including discretion, diplomacy, and sound legal and business judgment.
- Adeptness at building partnerships and working collaboratively across teams to meet shared objectives.
- Strong project management and prioritization, comfortable working in a fast-paced environment notable for a high volume of contract requests and deadlines.

Additional Information:

- Location: Hybrid with at least two days (currently Mondays and Tuesdays) on-site at 633 Third Avenue, in NYC.
- Schedule: Monday-Friday, 9am-5pm.
- Reporting to the Lead Assistant General Counsel for Preclinical Research Contracts.

Pay Range: \$149,200-\$246,300/annually

Link to posting to apply: <https://externaltalent-mskcc.icims.com/jobs/84057/assistant-general-counsel-i%2c-clinical-research-contracts-team%2c-office-of-general-counsel/job?mode=view>

Senior Contracts Associate, Preclinical Research Contracting, Office of General Counsel

MSK's Office of General Counsel is seeking a **Senior Contracts Associate** to join its **Preclinical Research Contracting team**. In this role, you will have the opportunity to support and advise our scientific and research leaders and aid the MSK Legal team in advancing MSK's mission of ending cancer for life.

Role Overview:

- Independently draft, review, negotiate, and manage agreements for all types of preclinical research relationships and transactions, including collaborative and sponsored research agreements, materials and data transfer agreements, complex consortium agreements and other multiparty collaboration agreements. Develop strong working relationships with investigators and other internal stakeholders.
- Maintain and update relevant contract systems and databases, including providing timely updates to external stakeholders.
- Assist with developing and implementing MSK contract guidance documents, workflows, policies, SOPs, and tools for tracking and managing agreements.
- Contribute to special legal projects and initiatives assigned by the Associate General Counsel for Preclinical Research Contracts and OGC Legal Leadership.

Key Qualifications:

- Juris Doctor, or equivalent professional degree preferred.
- 2-4 years experience drafting, reviewing and negotiating research contracts (e.g., SRAs, CRAs, MTAs, DTAs, Multicenter agreements, Consortium Agreements, License Agreements), and other research-related agreements preferably for an academic or non-profit institution.
- Demonstrated interest in science, research and/or healthcare.

Core Skills:

- Excellent writing and drafting skills with a sharp attention to detail.
- The ability to develop, facilitate, and orchestrate effective communication with all members of MSK, including research staff, administrators, and institutional leaders.
- Comfortable working in a fast-paced environment notable for a high volume of contract requests and deadlines.
- Enthusiastic about continuous improvement, knowing the most effective and efficient processes to optimize workflow.

Additional Information:

- Location: Hybrid with at least two days on-site at 633 Third Avenue, in NYC.
- Schedule: Monday-Friday, 9 am-5 pm
- Reporting to the Associate General Counsel for Preclinical Contracts

Pay Range: \$111,600-\$178,600/annually

Link to posting to apply: <https://externaltalent-mskcc.icims.com/jobs/84062/senior-contracts-associate%2c-preclinical-research-contracting%2c-office-of-general-counsel/job?mode=view>