Position Overview:
The Office of Strategic Alliances and Technology Transfer at the Massachusetts Institute of Technology (MIT OSATT) plays a key role in a team-based approach to faculty-centric development and execution of sponsored research, collaboration, and related agreements.

Reporting to Director, Strategic Transactions, OSATT, the Strategic Transactions Officer will be an integral part of advancing faculty and Institute research initiatives by developing, drafting, negotiating, and reviewing complex agreements with non-federal sponsors.

Principal Duties and Responsibilities (Essential Functions**):
Responsibilities include:

1. Partner and work closely and collaboratively with OSATT Catalyst in developing, negotiating and completing complex agreements in support of faculty and Institute needs. Consult with Catalyst and faculty as needed on explanation of, and compliance with, MIT policies and practices as they relate to contract terms and conditions.

2. Draft, negotiate, and comment upon complex sponsored research and collaboration agreements with industry partners, international and philanthropic organizations, as well as consortium agreements and other related agreements.

3. Advise OSATT Catalyst on complex contract issues that arise and ensure clear understanding of potential resolution options.

4. Review, draft and negotiate confidentiality, data use and material transfer agreements as necessary.

5. Work closely and collaboratively with Catalysts in support of faculty and various Institute needs and priorities.

6. Work with Alliance Managers to resolve post-execution contract issues, including interpretation of terms and conditions, changes in requirements, terminations, disputes,
etc., in consultation with the Office of the General Counsel and the Chief Research Compliance Officer, as necessary.

7. Work with colleagues and Director to develop approaches and solutions for novel or atypical terms requested by faculty or potential sponsor.

8. At direction of Director, participate in developing team strategies, processes and/or procedures to ensure effective, efficient and timely completion of contract development negotiations.

9. Maintain knowledge of current trends and developments in the field by attending professional development training, workshops, seminars and conferences and by reading professional literature in the related technical field.

**Supervision Received:**
Director, Strategic Transactions, OSATT

**Supervision Exercised:**
None

**Qualifications & Skills:**

**MINIMUM REQUIRED EDUCATION AND EXPERIENCE:**

**Basic Requirements**

1. Bachelor’s degree and JD required with at least seven years of relevant experience drafting complex research or commercial agreements.
2. Demonstrated experience in the management and/or negotiation of complex contracts.
3. Must possess superior communication, drafting, and negotiation skills.
4. Proven ability to grasp complex legal and business issues.
5. Excellent collaboration skills with a strong customer focused approach.
6. Proven ability to work effectively in support of business development and/or research administration and technology transfer professionals.

**PREFERRED EDUCATION AND EXPERIENCE:**

1. High level of creativity, energy, integrity, thoughtful judgment and problem solving, decision-making, and teamwork.
2. Demonstrated maturity and sensitivity to the needs of multiple constituencies in a complex academic environment.
3. Knowledge of academic research principles and research integrity policy (Conflict of Interest, IRB, IACUC, etc.) a plus.
4. Knowledge of intellectual property law (copyright, patent) a plus.
** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in position descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.