

Contracts Administrator

Job Announcement

The RP Group

The RP Group is a (501c3) non-profit, non-partisan organization. Through professional and leadership development, technical assistance, research, and evaluation services, the RP Group strengthens the ability of California Community Colleges to discover and undertake high-quality research, planning, and assessments that improve evidence-based decision making, institutional effectiveness, and success for all students. Quality, authenticity, equity, and collaboration are central drivers of the organization's work. For more information, please visit www.rpgroup.org.

Position Overview

The Contracts Administrator will be responsible for end-to-end contract administration, serving as a primary point of contact for generating, storing, tracking, monitoring and reporting on company contracts.

This position is part-time, with an expectation of 15 hours per week of work. The position will report to Associate Director of Research and Evaluation. The position offers opportunity for a flexible schedule, working with a well-established and well-respected organization in the field of higher education in a remote environment.

The RP Group is a virtual organization, with staff members located throughout the State of California.

Responsibilities

- Participate in proposal preparation activities, drafting terms and conditions for written agreements with clients and contractors
- Field requests and generate contracts using organizational templates
- Review agreements for compliance with organizational standards
- Route contracts for signature via DocuSign or similar software

- File contracts and maintain online contract file system
- Set up new projects in staff time tracking system for hourly accounting purposes
- Maintain contractor W9 forms in file system
- Participate in the identification and implementation of a new contracts management software package
- Upload contracts and enter contract metadata in contract management tool
- Research and resolve issues or discrepancies, and escalate as needed
- Participate in drafting and updating Contract Administration policies and procedures
- Generate regular reports (e.g., contract expiration) for management as needed
- Generate ad hoc reports to support sourcing and monitoring activities
- Continuously improve data collection and reporting, as needed

Qualifications

- 5+ years' experience in business or a related field, with at least two years of contract administration experience
- Exceptional organization and attention to detail
- Technical experience (comfortable learning/using technology solutions)
- Strong Microsoft Office and document management skills
- Able to take initiative and deal skillfully and promptly with new situations, difficulties, etc.
- Strong interpersonal and relationship building skills
- Self-directed, able to work independently as well as within a virtual environment
- Bachelor's degree

Compensation and Application Process

- Salary commensurate with experience
- Applications will be accepted until the position is filled. If interested, please contact and send a resume to jobs@rpgroup.org. Please include in the subject line: Contracts Administrator

The RP Group is an Equal Opportunity Employer. The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.