



Job Title	Senior Manager, Contracts and Real Estate	Job Code	FS0822
Pay Plan	A&P	Pay Grade	21
Union	Non-Union	FLSA Status	Exempt
Job Family	Facilities	Union Code	000
		Subfamily	Property/Building Management

Job Family & Subfamily Summary

Facilities Professionals plan, design, manage and/or perform activities related to the maintenance, construction and/or installation of facilities, infrastructure and grounds.

Property/Building Management Professionals plan, coordinate, manage, and/or supervise buildings, centers, or facilities. Typically includes facility scheduling and coordination of maintenance activities. Also prepares the annual budget, manages related accounts, monitors and reports on expenditures.

Job Summary

Drafts, negotiates, and/or reviews contracts, university leases and other university real estate transactions.

Representative Duties

1.
 - Drafts and assists in negotiating construction contracts
 - Assists in locating appropriate lease space
 - Works with University General Counsel on various legal matters
 - Processes contracts/leases
 - Drafts and/or reviews various documents (policies/procedures, reports, correspondences, etc).
 - Assists in locating appropriate lease space for university departments (determine space needs, reach out to broker, set up site visits)

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
6+ years of relevant work experience		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.