

Contract Analyst, Clinical Legal team

We Are:

The Office of Technology Development at MSK is seeking an experienced **Contract Analyst** to join the Clinical Legal team. In this role you will independently draft, negotiate, and complete agreements related to clinical research, with a primary focus on Clinical Trial Agreements and Clinical Trial Subcontracts with academic institutions and industry partners. As part of MSK's legal team you will play a key role in assessing project and organization-specific risks for MSK's research collaborations, and work to mitigate risk and protect MSK's interests.

As the Contract Analyst, you will:

- Represent MSK in negotiations with industry and academic institutions and their legal counsel.
- Negotiate various agreement types including Clinical Trial Agreements, Clinical Trial Subcontracts, Data Transfer Agreements, and Confidentiality Agreements, among others.
- Raise complex legal issues to attorneys and assist in resolution.
- Work with our internal team members during the negotiation process to clarify requirements and reach timely resolution.
- Ensure negotiated terms are consistent with MSK institutional Finance, Security, Privacy and Intellectual Property policies.
- Ensure our contract repository is the single centralized source of truth for all negotiated contracts.
- Assist with managing the execution of research technology agreements and ensure all obligations are being met in accordance with the terms of the agreement.
- Assist with special projects and other job-related activities as assigned by the supervising attorney(s).
- Lead special contract-related projects as necessary.

You need:

- Experience negotiating Clinical Trial Agreements, Data Transfer Agreements and Confidentiality Agreements.
- JD preferred.
- Strong project management and analytical skills to efficiently review contract edits/proposals, coordinate multiple agreements simultaneously and manage contracts from inception to execution.
- Excellent written and verbal communication skills; well-developed interpersonal skills to build and maintain positive collaborative working relationships with internal and external parties.
- Ability to maintain a positive and professional working relationship with all involved parties.
- To be thoughtful with attention to detail, team-focused and self-motivated.

Please note, this position will have a hybrid schedule with 1-2 days/week on site in NYC.

Please include a cover letter with your application.

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

Pay Range: \$87,300.00-\$139,800.00

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