

## Senior Contracts Associate, Preclinical Research Contracts Team –

<https://externaltalent-mskcc.icims.com/jobs/78301/senior-contracts-associate%2c-preclinical-research-contracts-team/job?mode=view&mobile=false&width=755&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>

MSK's Office of General Counsel is seeking a Senior Contracts Associate to join its 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:

- Responsible for independently managing contracts from creation to execution.
- Draft, review, negotiate, finalize, and amend standard agreement terms and conditions with minimal direction from MSK legal counsel.
- Liaise with internal stakeholders and provide updates as requested.
- Support the development and implementation of MSK contract guidance documents, workflows, policies, SOPs, and tools for tracking and managing agreements.
- Maintain and update relevant contract system(s) and databases.
- Assist with special projects and other job-related activities as assigned.

### 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 Lead Assistant General Counsel

**Pay Range: \$109,300.00-\$174,800.00/annually**

### Helpful Links:

- [MSK Compensation Philosophy](#)
- [Review Our Greats Benefits Offerings](#)