



## University of Houston-Downtown Job Description

Job Title: Coordinator, Contracts and Institutional Compliance  
FLSA Category: Exempt  
Grade: 22  
Job Code: 3176

### **DUTIES**

Job Summary: Provides support for contract administration process and oversees process in absence of Director

- Duties and Responsibilities:
- Maintains up-to-date database of UHD contracts
  - Assigns contract numbers and enters Contract Cover Sheet information into database
  - Tracks activity and status of contract
  - Researches contract files of unexecuted contracts for potential closing
  - Maintains hard copy of contract files including current open, current and prior year executed, multi-year files and storage of files for required retention period
  - Prepares contract documents for review by Office of General Counsel
  - Oversees contract administration in the absence of the Director
  - Monitors products in vending machines to document required product delivery scheduling
  - Maintains vending machine complaint list, reports problems and follows up to ensure resolution of problem
  - Verifies monthly sales data from food services and metered vending machines
  - Assists with compliance on post award auxiliary services contracts
  - Maintains and updates content of contracting webpage

Marginal Functions: All other duties as assigned

### **REQUIREMENTS**

Education: Baccalaureate Degree  
Experience: Minimum of 6 months  
Licenses/Certification: None required

### **PHYSICAL DEMANDS**

**Environmental Conditions**

Working conditions	Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements.
Physical Effort	Position is physically comfortable; individual has discretion about walking, standing, etc.
Physical Risk	Work environment involves minimal exposure to physical risks.