

CONTRACT ADMINISTRATOR

W.E. UPJOHN INSTITUTE FOR EMPLOYMENT RESEARCH CENTER FOR WORKFORCE INNOVATION AND SOLUTIONS

Position Summary

The Center for Workforce Innovation and Solutions, a division of the Upjohn Institute, is seeking an experienced professional to assume the role of Contract Administrator. The Contract Administrator is responsible for the development of Michigan Works! Southwest workforce development contracts and memorandum of understanding (MOU) agreements. Responsibilities include developing, negotiating, modifying, and managing contracts, including subsequent contract revisions, and assisting service providers with negotiating contract budgets. Also responsible for initiating and reviewing contract modifications based on monitoring reports, state and federal policies, and sub-recipient requests. Manages fund obligations while ensuring compliance with state and federal policies. Other duties include, but are not limited to, file management, records disposition, and issuance of monthly reports as required.

Position Requirements

Three to five years of related professional experience required. Bachelor's degree preferred. Experience, education, or training in state and federal workforce development programs desired. Professional experience in business law, federal contract compliance, grant writing, program evaluation, data collection, and/or technical writing preferred. Paralegal experience helpful.

Must be able to work independently, as well as part of a team. Demonstrated ability to organize, prioritize and manage time required. Must be proficient in Microsoft Office products. Excellent written and verbal communication skills required. Must be able to maintain confidentiality of sensitive information.

About The Center for Workforce Innovation and Solutions

The Center for Workforce Innovation and Solutions, a division of the Upjohn Institute, is committed to pioneering best practices in workforce development through program development, operation and evaluation, striving to ensure successful outcomes for job seekers, employers, and communities.

Michigan Works! Southwest, within the Center for Workforce Innovation and Solutions, strives to build connections between job seekers looking to grow their careers and employers seeking quality candidates with the necessary job skills. Michigan Works! Southwest stays abreast of employment trends and maintains critical relationships with community partners to ensure connections are made between employers, educators, trainers, and employees.

Michigan Works! Southwest serves Branch, Calhoun, Kalamazoo and St. Joseph counties in southwest Michigan, and has a deep understanding of existing and growing industries, training and education opportunities, and the current status of the local workforce, resulting in maximum impact in the communities served.

All applicants and participants of the Michigan Works! Southwest Workforce Development Programs will be provided equal opportunity to participate in and benefit from all programs, activities, and services without regard to race, color, religion, national origin, age, sex, height, weight, marital status, disability, arrest record, or political affiliation or belief, or citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or other non-merit factors.

About the W.E. Upjohn Institute for Employment Research

Since 1932, the [Upjohn Institute](#) has functioned as one of the world's leading independent, non-partisan, and non-profit labor economics research organizations, seeking to research the causes and effects of unemployment and to devise ways and means of alleviating hardships caused by unemployment. The Institute also houses the administrative arm of the local workforce development programs.

The Upjohn Institute is an Equal Opportunity Employer and as such, is committed to affirmative action steps to help achieve a goal of equality in the treatment of employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, marital status, age, height, weight, national origin, veteran or disability status in hiring, promotion training and development, compensation, transfer, termination, disciplinary action, and all other personnel actions and Institute related functions and activities.

The Institute offers a competitive salary and generous benefit package.

Application Instructions

Submit resume and letter of interest, including salary requirements, to hr@upjohn.org.