



**cyber innovation center**®  
*Collaboration • Research • Technology*

The Cyber Innovation Center (“CIC”) delivers value to clients by blending excellence with innovative technology and applications. We create opportunities for the government, private industry, and academia by collaborating, facilitating, and performing leading research and developing state-of-the-art technologies and innovative practices.

**CIC is seeking an experienced Assistant Contracts Manager**

**Job Location: Bossier City, LA**

**Position Summary:** Administers and monitors contract performance on all government and industry contracts. Conducts the negotiation and administration of agreements between the company and its clients, ensuring adherence to company and government policies and procedures. This position reports to the CIC Contracts Manager.

**Duties and Responsibilities:**

- Responsible for reviewing contract solicitation terms, handling contract award confirmations, interpreting agreement terms and conditions, identifying potential issues, reviewing agreement amendments / modifications, and incorporating changes as necessary.
- Administers and monitors contract performance on all contracts.
- Provides support to the Project Managers, Senior Management, and other stakeholders.
- Responds to inquiries regarding contract obligations, revisions, and amendments.
- Provides fulfillment of contract deliverables, assisting with billing and collections, when necessary.
- Conducts proposal preparation for customer requirements.
- Prepares and analyzes proposals.
- Negotiates terms and conditions.
- Monitors performance and cost controls and ensures compliance with contract terms.
- Prepares contractual documents, including the preparation of contract terms and conditions, and assembles contract documentation package.
- Participates in management review of proposals, contracts, and program reviews.
- Detailed knowledge of government contract administration duties including subcontract flow downs, change management, inspection, acceptance, payment, and records retention
- Detailed knowledge and thorough understanding of proper drafting, negotiation and use of contracts, subcontracts, purchase orders, and other forms of agreements

- Assists in the preparation of applications, as needed.
- Assists with subcontract negotiation and management.
- Supports, communicates, reinforces, and defends CIC mission, values, and culture.
- Maintains effective internal and external customer relations.
- Perform special projects as requested.

### **Requirements and Qualifications:**

- Associate degree in finance, business, or related discipline (bachelor's degree preferred) with related experience as a Contract Specialist or Contract Manager.
- Eligible for SECRET security clearance. US citizenship required.
- Strong understanding of contract terms and conditions and detailed knowledge of the government contracting process including sole source and competitive procurements.
- Comprehensive knowledge of the terms and conditions appropriate for different contract types and their proper use.
- Strong knowledge of the Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulations Supplement (DFAR), desired.
- Knowledge of intellectual property (IP), software and data rights clauses, and IP marking guidelines.
- Any of the following certifications is a plus: CCMA, CCCM, CFCM, CPCM, DAWIA (contracting), or FAC-C.
- Membership in National Contract Management Association (NCMA) and CPCM certification desired.
- Excellent verbal and written communication skills.
- Well organized and meticulous.
- Proficiency with Microsoft Office.

### **Work Requirements:**

- Hours: 8 a.m. to 5 p.m., Mon-Fri (typical). Due to the nature of the business and depending on specific event schedules, the employee may be required to vary typical work hours.
- Occasional weekend work could be required.
- Travel is primarily local during the business day, although some out-of-area and overnight travel may be required.

### **Compensation**

- Salary: Commensurate with ability and experience.
- Excellent employee benefits package.