



University City Science Center Job Posting: Paralegal and Contract Administrator

The Paralegal and Contract Administrator will work with the Senior Vice President (SVP) of Advancement and Strategic Initiatives (who also serves as General Counsel) to draft, review, edit and assist in negotiations for contracts and other legal documents, and will assist with corporate governance matters. He or she will also work with real estate and property management staff on lease administration and related matters.

The Paralegal and Contract Administrator has internal contact with the entire staff and external contact with business partners, vendors, and the community, and is expected to represent UCSC in a professional manner. This position has access to sensitive UCSC information and is expected to handle such information with integrity and professionalism.

The Paralegal and Contract Administrator will report directly to the SVP of Advancement and Strategic Initiatives and will participate in department activities as necessary.

Key responsibilities of this role include:

1. Review, draft, edit and assist in negotiation of transactional and corporate legal documents, including but not limited to, consulting services agreements, confidentiality agreements, license agreements, and other contracts, documents and agreements, including amendments, modifications and supplements. Ensure proper maintenance of these documents.
2. Draft, negotiate and assist with service contracts and various other property management matters and consult with and advise property management staff with respect to these matters.
3. Analyze proposals and contract documents and provide advice regarding potential risks and strategies. Prepare and update lease and contract abstracts and summaries.
4. Prepare contracts and process documentation in accordance with industry best practices and corporate risk policies, within the limits of authority delegated by management.
5. Assist with various corporate governance matters as requested, including preparing minutes of Board and Board committee meetings and preparing draft resolutions and written consents.
6. As needed, research and analyze law sources such as statutes, recorded judicial decisions, legal articles, treaties, constitutions, and legal codes.
7. Draft correspondence including memoranda, letters and emails.

8. Maintain security of data and other sensitive and confidential information in accordance with applicable regulations.

The successful candidate will have a minimum of 5 years of experience in a paralegal position, including at least 2 years of progressively responsible, related and relevant experience in the real estate industry and hands-on experience in drafting, negotiating and interpreting legal documents. Law firm experience is preferred. A BA/BS degree from an accredited college or university is required. Paralegal certificate is preferred.

The Science Center offers a comprehensive employee benefit package which includes Medical, Dental, Short and Long-Term Disability, Flexible Spending, Life Insurance and 403(b) with a significant company match.

We are an Equal Opportunity Employer

Interested candidates should forward a resume and salary requirements to: Human Resources, University City Science Center 3675 Market Street, Suite 400, Philadelphia, PA 19104 or email resumes@sciencecenter.org.

About the Science Center

Located in the heart of uCity Square, the Science Center is a mission-driven nonprofit organization that catalyzes and connects innovation to entrepreneurship and technology commercialization. For 50+ years, the Science Center has supported startups, research, and economic development in the life sciences, healthcare, physical sciences, and emerging technology sectors. As a result, graduate firms and current residents of the Science Center's incubator support one out of every 100 jobs in the Greater Philadelphia region and drive \$13 billion in economic activity in the region annually. By providing resources and programming for any stage of a business's lifecycle, the Science Center helps scientists, entrepreneurs and innovators take their concepts from idea to IPO – and beyond.

For more information about the Science Center, go to www.sciencecenter.org