Position Announcement

Western Connecticut State University
Administrative Services
Associate Director

Western Connecticut State University is pleased to announce that applications are being accepted for an Associate Director.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, members of LGBTQIA and BIPOC communities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Position Summary: The Associate Director reports to the Director of Administrative Services and is responsible for the overall administration of the University's purchasing function and supervision of staff within the area. Will supervises clerical staff and student employees. Duties include:

- Oversees the operation of the University's purchasing department including all aspects of procurement. Approves purchase orders, fiscal commitments, and payment documents.
- Develops and recommends University policy and advises and trains the administration and campus community as appropriate.
- Processes Public Works projects including specification review, solicitation of bids and contract awards of up to two million (2,000,000) dollars on a fiscal year basis.
- Executes equipment, commodity and service acquisitions including service contracts, printing, lease/purchase, and data processing needs. Reviews specifications for suitability, completeness, and consistency; selects sources, solicits, and reviews competitive bids and makes recommendation of final award. Reviews all purchase orders, quotations, and awards for accuracy.
- Ensures compliance with Connecticut Human Rights and Opportunities regulations including the Small Business Set-Aside programs to adhere to state law and designated state agency goals for such programs.
- Assists with the oversight and management of the day-to-day operations of the University’s Purchasing Card Program.
- Maintains appropriate records for all bids, quotes, purchases, and other activities associated with the purchasing operation for audit compliance.
- Maintains resource materials and online catalogs containing current information on commodities and services to assist University departments with their purchasing needs.
- Executes administrative oversight for various auxiliary services at the University, including but not limited to transportation services, vending services, food and beverage services, laundry services, bookstore service and copiers.
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- Requests Certificates of Insurance from the State Department of Insurance, manages record retention in compliance with the State Library and oversees the disposal of records and coordinates this effort with various campus departments.

Qualifications:
- Bachelor’s degree in Business Administration, Accounting, Purchasing Management, Financial Management, or a related field. Master’s degree preferred.
- Four years’ experience in purchasing or acquisitions.
- Two years’ experience supervising a purchasing or acquisition operations
- Demonstrated knowledge of relevant sound purchasing procedures
- Knowledge of relevant state and federal laws, statutes, and regulations regarding purchasing methods, principles, and procedures
- Knowledge of Microsoft Office, including Outlook, Word and Excel is required.
- Considerable oral and written communication skills
- Knowledge of business law as it applies to purchasing contracts.

Salary & Benefits: The hiring salary range is $78,262 – $101,594 and is commensurate upon candidates’ experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/. All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check. WSCU is committed to providing a safe campus community. Background investigations include reference checks, employment verifications, and a criminal history record check.

Application Process: Prospective candidates must submit a cover letter, which includes the names and contact information for three (3) professional references and a resume. Please name your materials with your last name and email your materials to Ms. Peggy Boyle, University HR Administrator – Recruitment & Labor Relations. In subject line of email reference: Your Last Name – Administrative Services Associate Director. Email application materials to: hrpositions@wcsu.edu. Materials must be received no later than Friday, August 11, 2023. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire via the following link. http://wcsu.edu/diversity/affirmative-action-data-questionnaire/. Any questions may be directed to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity.

Western is an Affirmative Action Equal Opportunity Educator/Employer