Position Announcement

Western Connecticut State University
Administrative Services
Director

Western Connecticut State University is pleased to announce that applications are being accepted for a Director of Administrative Services.

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 Director of Administrative Services reports to the Vice President for Finance & Administration/Chief Financial Officer (VPFA/CFO) and is responsible for the following Administrative Service areas: Purchasing, Property Management, Shipping and Receiving, University Credit Card Program (P-Card), and Mailroom operations. This individual is responsible for ensuring the University’s contract compliance procedures. In addition, the Director is also responsible for the University’s records management and liability insurance functions. The incumbent will supervise professional, maintenance and clerical staff as well as student employees. Duties include:

- Plans, directs, and controls all contractual activities for the University. This includes developing, negotiating, and executing vendor agreements, as well as managing and monitoring contracts for compliance with State and Federal statutes, Board of Regents policies, internal procedures, and contract terms and conditions.
- Supervises the University’s purchasing, and supply services. This includes issuance of Requests for Proposal (RFPs), bid requirements, purchase orders, and personal service agreements (PSAs), as well as managing CHRO compliance.
- Develops, publishes, and implements detailed purchasing and contract compliance policies and procedures for the University to ensure sound fiscal management. Conducts educational sessions to distribute information to the University Community.
- Coordinates with the CSCU System Office and the State Attorney General’s Office on any system-wide contractual activities, ensuring proper compliance with all prevailing regulations, policies, and procedures.
- Negotiates for approval by the VPFA/CFO, and directly manages contract administration of specified auxiliary service contracts including, but not limited to, food service, bookstore, laundry, and vending.
- Oversees the Shipping & Receiving area, oversees the University’s fixed asset (equipment) recording and monitoring system, administers the State Comptroller’s Property Inventory Control System, and completes the annual Property Inventory Report (CO-59).
- Oversees the University’s Surplus Property Control Office with the responsibility for proper disposal of surplus equipment.
- Prepares analytical reports for the VPFA/CFO, such as periodic and ad-hoc reports comparing year-over-year, trends, and plans over actuals for the Administrative Services cost centers, including Sodexo.
- Supervises the University’s Mailroom operations.
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- Responsible for Records Management and Liability Insurance requirements.
- Supervises and evaluates a staff of professionals, paraprofessionals, and support personnel in the administration of administrative service functions.

Qualifications: Master’s degree required, preferably in accounting, purchasing management, financial management or a relevant business or public administration concentration. Six or more years of experience in administrative services (purchasing, contract compliance, debit card programs) with experience with the formulation and implementation of policy. Demonstrated ability to develop complex and involved contracts, to negotiate these contracts with vendors and service providers, and to manage and monitor contracts in accordance with their terms and conditions, and applicable statutes, regulations, and policies. Prior supervisory experience. Excellent communication, analytical, and interpersonal skills. Must be able to work collaboratively across the campus community.

Salary & Benefits: The hiring salary range is $101,452 – $128,026 and is commensurate with the 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 the subject line of the email reference: Your Last Name – Director of Administrative Services. Application materials must be emailed to: hrpositions@wcsu.edu and must be received no later than Friday, September 22, 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://wesu.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