



Position Announcement

Western Connecticut State University Associate Director of Administrative Services

Western Connecticut State University is pleased to announce that applications are being accepted for an Associate 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. WCSU is honored to be awarded the federal designation as a Hispanic Serving Institution (HSI). This accomplishment marks a pivotal moment in our progress toward fostering diversity, equity, and inclusion within our campus community.

Position Summary: This position 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. This position may supervise clerical 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.
- Works with the Director to develop and recommend University policy and advises and trains the administration and campus community as appropriate.
- Processes Public Works projects including specification review, posting and 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 information technology 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. Oversees the resolution of problems including follow-up, invoice accuracy. Oversees the resolution of problems including invoice and receiving department issues. Prepares reports and correspondence as needed.
- Reviews all purchase orders, quotations, and awards and reviews such documents for accuracy and compliance with established procurement policies. Works with Director to identify and document processes for Purchasing.
- 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. Provides reports to CHRO as required.
- Assists with the oversight and management of the day-to-day operations of the University's Purchasing Card Program. Provides training and education as required.
- 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.



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- Assists the Director with 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.
- 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.
- Performs other duties and responsibilities related to those enumerated above which do not alter the basic level and responsibilities of the position.

Qualifications: Bachelor's Degree in Business Administration, Accounting, Purchasing Management, Financial Management, or a related field. Master's degree preferred. Four (4) years' experience in purchasing or acquisitions. Two (2) years' experience supervising a purchasing or acquisition operation. Banner experience preferred. Contracting negotiation experience preferred. 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. WCSU 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. Application materials must be emailed to: hrpositions@wcsu.edu and must be received no later than **Friday, May 17, 2024**. 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