

101 Vera King Farris Drive | Galloway NJ 08205-9441
stockton.edu

Title:

Professional Services Specialist 3, Admin NE – Procurement & Contracting (Classified)

Requisition Code:

492599

Location:

Galloway – Main Campus

Job Category:

Professional

Department:

Procurement & Contracting

Salary:

Based on NJ Civil Service Commission regulations and is accompanied by an extremely competitive University benefits package

Work Hours:

M-F, 9a-5p

Posted Date:

6/8/2023

Close Date:

6/22/2023

Overview:

Stockton University is ranked among the top public universities in the Northeast with more than 160 undergraduate and graduate programs, as well as continuing education opportunities. The University, one hour from Philadelphia and two hours from New York City, offers unique living and learning environments throughout southern New Jersey, including the 1,600-acre Galloway campus in the Pinelands National Reserve and Stockton University Atlantic City, located in the University District, just steps from the beach and the iconic Atlantic City Boardwalk. Additional locations include Hammonton, Manahawkin and Woodbine. As a public university, Stockton provides an environment for excellence to a diverse student body, including those from underrepresented populations, through an interdisciplinary approach to liberal arts, sciences, and professional education. Founded in 1969, Stockton held its first classes in 1971. The University's commitment to cultural diversity and its welcoming and vibrant community makes Stockton a great place to learn and work! Learn more about the many reasons to choose Stockton at www.Stockton.edu.

Faculty and Staff are committed to support Stockton University's commitment to diversity and strong student-centered vision and mission.

Successful candidates will be required to show proof of their COVID-19 vaccine status prior to their start date. Religious or Medical waivers may be requested at the time of employment offer.

This is an in-person on campus, non-remote position. For the 2022-2023 academic year, the University has implemented a pilot program allowing employees to work either a compressed 4-day work week with extended workdays or may work from home one day a week. Participation is subject to Divisional Executive approval depending on operational need.

Brief Job Overview/Summary:

This position will help to procure goods and services for the University in the most efficient and cost-effective manner and in accordance with the New Jersey State College Contracts Law and all applicable New Jersey State and Federal procurement laws and regulations. The Professional Services Specialist will provide training and customer service to University department staff and assist them in obtaining required items.

Descriptions of Essential Duties/Responsibilities:

- Serves as the Custodian of the Banner Finance Vendor Maintenance Module, University-wide. Manages the vendor database using the Banner system, including, but not limited to: 1) new vendor entry, 2) verifying signatures, and 3) confirming that the date and federal tax classifications are present on Forms W-9/W-8BEN, Taxpayer Identification Number (TIN) matching, and State registration number entry.
- Reviews requisitions and converts purchase orders, including, but not limited to: 1) standing orders, 2) contracted services, 3) State Contracts, 4) Cooperatives, 5) General Services Administration (GSA) contracts, 6) office supply orders, 7) advertisements, and 8) other requisitions for goods and services. Reviews orders, backup documentation descriptions, and specifications for adequacy and accuracy. Responsible for requesting and obtaining procurement documents required for each order based on aggregate spend.
- Responsible for maintaining, coding, and compiling data for State and tax reporting purposes (IRS form 1099). Compiles the new and existing vendors for the Ethics Report for the Office of Institutional Diversity and Equity, and State Ethics Commission. Verifies vendor's Business Registration Certificate; tracks spending of vendors that do not have a Business Registration Certificate, and maintains a fiscal year spreadsheet to monitor vendor spend. Maintains a relationship with, and reaches out to the State of New Jersey Department of the Treasury with any related issues or concerns.
- Provides assistance and support to the Contract Manager on an as-needed basis. Tasks include obtaining required procurement documents from vendors, filing and logging, record-keeping, and generating reports. Develops and maintains a system database regarding certificate holding businesses: Minority/Woman-Owned Business or Enterprise (M/WBE); Veteran-Owned Business (VOB); Disabled Veteran-Owned Business (DVOB); Small Business Enterprise (DBE); Emerging Small Business Enterprise (ESBE); and Disadvantaged Business Enterprise (DBE). Monitors, updates, and collects certificate information on an as-needed basis. Creates reports representing each business type, and develops a list for the campus community to utilize.
- Performs Certificate of Insurance (COI) upkeep and maintenance, inclusive of obtaining certificates that are new, soon to expire, or currently expired. Reviews COIs for adequacy to

ensure that all insurance requirements are satisfied. Communicates and works with the University's Risk Manager for compliance or insurance waivers on an as-needed basis.

- Responsible for developing Argos reports with the University's Information Technology Services. Utilizes Argos to generate vendor lists (Ethics reports) and other reports regarding Certificate Holding Businesses.
- Assists the University with Open Public Records Act (OPRA) requests from the Office of General Counsel by reporting research findings and maintaining a relationship with Counsel's staff.
- Oversees the job duties, scheduling, and performance of student workers as required for standard office work. Maintains the Cross-Training Purchasing and Contracting information manual. Works with the Procurement & Contracting Team to ensure the documented accuracy of information.
- Other duties as assigned.

Required Qualifications:

- 3 years of professional experience.
- Bachelor's degree or equivalent experience.

Preferred Qualifications:

- Experience in higher education.
- Experience in Banner Finance.
- Proficiency in Microsoft Office.

Screening Information:

Screening of applications begins immediately and will continue until the position is filled.

How To Apply:

To apply please visit <https://employment.stockton.edu> or click the "Apply" button.

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B), must be submitted along with your resume by the closing date indicated above.

For more information on the SAME Program visit their Website at:

<https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

Only electronic documents will be accepted. Please complete the online application and include three professional references in addition to the following required documents. All required documents (Microsoft Word or PDF) must be submitted in order for your application to move forward.

- A letter of interest describing qualifications and accomplishments
- A current resume

Click [here](#) to apply. Email all necessary documentation to Stockton.same@stockton.edu.

Please note:

- Stockton University is an equal opportunity institution and encourages a diverse pool of applicants. Pursuant to Title IX of the Education Amendment of 1972, Stockton University prohibits discrimination on the basis of sex (including, but not limited to, the prohibition of

sexual misconduct and relationship violence, sexual assault and harassment) in all of its educational programs and activities. Please visit http://www.stockton.edu/affirmative_action for information on Stockton's Equal Opportunity and Institutional Compliance processes. The University provides reasonable accommodations as appropriate. An applicant may request a reasonable accommodation for any part of the application and hiring process by contacting Bart Musitano, Manager for University Pensions and Benefits within the Office of Human Resources (Main Campus, J-115) at 609-652-4384, Monday – Friday between 8:00am – 5:00pm.

- All offers of employment are contingent upon a favorable background check, which may include social intelligence from a consumer reporting agency.
- In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.
- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act), prospective employees may access Stockton's Annual Security and Fire Safety Report (ASFSR) at <https://www.stockton.edu/police/crime-statistics.html>. The ASFSR contains the previous three years of reported Clery Act crime statistics, fire safety information and information regarding campus and personal safety. Paper copies of the report are available at the Stockton University Police Department, Building 71, 101 Vera King Farris Drive, Galloway Township, NJ, or, call 609-652-4390 to request that a copy be sent via postal mail.