



VACANCY ANNOUNCEMENT

Professional Services Specialist 4, Administrative Services

Job Number: 500236
Category: Professional
Department: Office of Contracting and Procurement
Close Date: 1/17/25 (11:55pm)
Location: Glassboro, NJ

Job Summary:

Reporting to the Senior Director of Contracting and Procurement in the University Finance Division, this position will be responsible for applying policy, procedure, and laws in the State of New Jersey for public procurement of goods and services at a Public Research University.

Primary Duties and Responsibilities:

- Solicits verbal and written quotations for the purchase of assigned commodities and services.
- Performs vendor evaluation and award selection, assuring lowest total cost corresponds with quality, delivery and other University objectives.
- Conducts price and cost analysis to support vendor selection.
- Issues purchase orders, blanket agreements in accordance with corporate policies and procedures, state and federal regulations.
- Effectively communicates with suppliers, purchasing staff and other internal departments to develop and review purchase requisition requirements.
- Reviews and interprets applicable principles, federal, and/or state laws and regulations in the course of official duties.
- Bids or negotiates a number of new, routine procurements annually.
- Researches and suggests methods, materials, and alternatives that may affect better product, improved delivery or cost savings.
- Monitors vendor performance and compliance, critical dates and financial accountability.
- Assists with organizing, preparing and developing bid specifications, advertising and soliciting for public bidding, negotiating or developing unusual bid criteria.
- Performs administration of contracts including tracking expiration dates, timelines, change orders and Board approvals.
- Assists in planning for commodities and services replacement within expiration dates.
- May assign and monitor the work of clericals, part-time, and/or student workers as required.
- Prepares clear, technically sound, accurate, and informative reports containing findings, conclusions, and recommendations.
- Prepares correspondence in the course of official duties.
- Maintains essential records and files.
- Assists in the development and implementation of appropriate training programs for students, staff and others.
- Gathers and compiles materials for publication and other requisite reports.
- Represents the college at conferences, meetings, and seminars.
- Performs other related duties as assigned.

Technical departmental responsibilities:

- Utilizes the Jaggaer ePro System.
- Converts requisitions to purchase orders and processes change order requests through Banner Finance.
- Uses purchasing credit card system (Bank of America Works) to review and allocate pcard transactions.

Preferred Experience:

- Graduation from an accredited college or university with a bachelor's degree or equivalent experience.
- One (1) year of professional experience in different aspects of administration and business practices related to the procurement field; including but not limited to acting as a buyer and implementation of policy, procedures, and vendor service contracts.
- Working Knowledge of Microsoft Office, Adobe Creative Cloud, Google Docs.
- Must be detail oriented with strong organizational and analytical skills.
- Highly accurate with strong attention to details to effectively satisfy regular competing deadlines.
- Strong written and verbal communication skills.
- Professional experience in an institution of higher education.
- Prior experience using Banner Finance.
- Prior experience using Jaggaer.

Requirements:

Note: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Five (5) years of professional experience in different aspects of administration and business practices; including design and implementation of policy and procedures, vendor service contracts and improving and updating management practices.

OR

Possession of a bachelor's degree from an accredited college or university; and one (1) year of the above-mentioned professional experience.

Note: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

Salary:

- Range P18 (\$54,351-\$61,783)

Notes:

- Rowan University is an Equal Opportunity Employer and values diverse people and abilities. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position.
- Candidates must be legally authorized to work in the US, and the university will not sponsor an applicant for a work visa for this position.
- Only completed online applications submitted on or before the posted deadline will be considered.

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted with your application 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.

To view the vacancy announcement in its entirety and to apply online, please visit: <https://jobs.rowan.edu/en-us/job/500236/professional-service-specialist-4as-office-of-contracting-procurement>.