



Position Announcement

Western Connecticut State University Contract Compliance & Procurement Specialist

Western Connecticut State University is pleased to announce that applications are being accepted for a Contract Compliance & Procurement Specialist.

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.

The mission of the Administrative Services is to support WCSU's teaching, research, and public service mission by providing superior service to students, faculty, staff, and University guests in the areas of Contract Management, Mail Service, Property Management, Purchasing, Shipping & Receiving, and Records Retention. Administrative Services is committed to providing effective and efficient support services with professionalism and pride by being responsive to those whom we serve through continuous improvement. Additional information on the department may be found on www.wcsu.edu/adminservices/. Information on the University may be found on www.wcsu.edu.

Position Summary: Under the supervision of the Director of Administrative Services, manages contract compliance for all contracts originating from the University including negotiation, preparation, and contract oversight to ensure proper controls over contracting procedures and contribute to sound fiscal and administrative management.

Duties include:

- Plans, administers, monitors and audits contractual and purchasing activities for the University. Prepares and reviews contracts, Requests for Proposals (RFPs), Purchase Orders, Personal Service Agreements (PSAs), Student Affiliation Agreements and various license agreements.
- Assists in the development, negotiation, and finalization of vendor agreements for authorized signature(s), as well as monitoring contracts for compliance with State and Federal statutes, BOR/CSCU policies, Office of the Attorney General's guidelines, internal procedures and contract terms and conditions.
- Develops and administers internal contract compliance procedures and ensures sound fiscal management and compliance with policies and the State Ethics Code.
- Develops training programs for the University regarding personal service agreements (PSAs), contracts and other types of applicable agreements.
- Acts as liaison between the University and the CSCU System Office and Board of Regents, the Office of the Attorney General, the Department of Administrative Services and other state agencies as required of the position.
- May supervise Clerical Staff and Student Employees.
- Performs other duties and responsibilities related to those enumerated above which do not alter the basic level and responsibilities of the position.



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Qualifications:

- Bachelor's degree from an accredited institution in a business-related field or paralegal studies.
- Four (4) years of experience in business, purchasing and/or contract law and administration.
- Demonstrated ability to develop complex and involved contracts, negotiate these contracts with vendors and service providers, and manage and monitor contracts in accordance with their terms and conditions, State and Federal statutes and regulations, Attorney General guidelines, CSCU and Board of Regents policies and State Code of Ethics.
- Knowledge of the basic principles of risk management and insurance programs including safety and loss control techniques.
- Demonstrated experience in developing Requests for Proposals (RFPs) and other such justification documents.
- Demonstrated knowledge of applicable State and Federal statutes, and procurement best practices.
- Ability to use personal computers and associated software.
- Knowledge of basic principles of contract law including the ability to read and understand legal documents preferred.
- Demonstrated strong oral and written communication skills.
- Ability to lead support staff.
- Multilingual or bilingual candidates are encouraged to apply.

Salary & Benefits: The hiring salary range is \$81,784 - \$106,166 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 to <https://westernconnecticutstateuniversity.applytojob.com/apply/RJx04RzibU/Contract-Compliance-Procurement-Specialist>. Application review will begin immediately and continue until the position has been filled.

Western is an Affirmative Action Equal Opportunity Educator/Employer