

The Texas State University System
Office of Finance
Austin, Texas

Senior Procurement Administrator

Position Description

The Senior Procurement Administrator is a member of The Texas State University System (TSUS) Office of Finance located in Austin, TX. The position works under the immediate supervision of the Vice Chancellor & Chief Financial Officer.

Essential Duties

- Provide administrative and executive support to the members of the Office of Finance team;
- Prepare routine and ad hoc finance reports, schedules, and exhibits;
- Perform reviews and analysis of financial data, draw conclusions, and prepare reports and summaries to support those conclusions;
- Assist with procurement and contracting of goods and services, including construction related;
- Process correspondence, contracts, and related documents;
- Review documents submitted pursuant to construction contracts, such as bonds, payment applications, and contract awards;
- Maintain complete and organized finance related records; and
- Perform other duties necessary to support the efficient operation of the Office of Finance.

Education and Experience Required

- Bachelor's degree;
- One or more years of recent, progressively responsible professional experience with similar job duties.

Experience/Skills Required

- Experience with procurement and/or contract administration (specification development, supplier market research, negotiations, buying activities, contract development, etc.);
- Ability to think both creatively and analytically;
- Excellent verbal and written communication skills;
- Ability to efficiently prioritize and manage work activities, tasks and assignments;
- Ability to work under deadlines and communicate information quickly and accurately;
- Ability to work independently under general supervision with moderate latitude for the exercise of initiative and independent judgement;
- Ability to work collegially with diverse constituencies;
- Advanced skill using computer information systems and computer applications; and
- A focus on problem solving and timely customer service.

Experience/Skills Preferred

- Experience with State of Texas procurement and/or contract administration;
- Experience with construction contract management;
- General knowledge and experience of the procurement process at a university or state agency;
- Experience with the Request for Quote (**RFQ**) and Request for Proposal (**RFP**) formal bid processes;
- General knowledge of the State of Texas HUB program;
- Experience with supplier relationship management;
- Experience with e-commerce platforms; and
- National or State of Texas procurement certification (CPPB, CTCD, CTCM, etc.)

Salary and Benefits

Salary is commensurate with qualifications. Customary and usual state employee benefits apply, including health insurance, annual leave, and sick leave.

The Texas State University System

Established in 1911, The Texas State University System is the first higher education system established in Texas. With a combined enrollment exceeding 87,000 students, our seven component institutions stretch from the Texas-Louisiana border to the Big Bend region of west Texas. Additional information about TSUS may be found at <http://www.tsus.edu>.

Submitting Applications

Interested applicants should email their resume and cover letter to:

Mr. Daniel Harper
Vice Chancellor & Chief Financial Officer
The Texas State University System
Email: finance@tsus.edu

Additional Information for Applicants

- The Texas State University System is a tobacco-free/drug free workplace.
- A criminal history background check is required for finalist(s) for this position.
- The Texas State University System is an “at will” employer.
- If hired, you will be required to complete an I-9, the federal Employment Eligibility Verification form. You will be required to present acceptable, original documents to prove your identity and authorization to work in the United States. Information from the documents will be submitted to the federal E-Verify system for verification.

THIS POSITION WILL REMAIN OPEN UNTIL IT IS FILLED.

The Texas State University System is an Equal Opportunity Employer