



**Contract Specialist (full-time, 35 hours/week)
Procurement and Payment Services
Position 102085**

Position Summary: Procurement and Payment Services provides support to the academic and research missions of The Catholic University of America in ensuring the maximum value received from institutional funds through all facets of the procurement process. The primary mission is to provide expertise, guidance and assistance in identifying, selecting, acquiring, and delivering quality goods and services in a cost-effective, efficient, equitable manner. The department builds and maintains rapport across a wide variety of constituents across the campus, with vendors and suppliers, and general procurement organizations. The Contract Specialist is responsible for developing proposals, evaluating supplier quotations, negotiating contract terms and conditions, managing contracts, assessing suppliers and supplier management and collaborating with the various departments to ensure effective project management. The Contract Specialist will execute strategic sourcing processes and other supply chain duties protocols and processes as may be required.

Essential Responsibilities Include: Assist the Procurement Manager with coordinating all facets of the University's procurement process including Request for Proposal (RFP) and Request for Quote (RFQ) development, stewarding and tracking, evaluating supplier offerings and price quotations, and communicating supplier performance against contracted requirements. Significantly participate in the development of specifications for services, machinery and equipment, products, or supplies in preparing bid proposals and contracts. Analyze and document price proposals, financial reports, and other data to determine reasonableness of proposed supplier offering. Review, evaluate, and make recommendations to accept/approve specifications (or proposed deviations from specifications) for issuing and awarding bids to suppliers through competitive Request for Proposal (RFP) and Request for Quote (RFQ) process. Assist in the development and maintenance of a centralized, comprehensive, accurate contract database and supporting filing system for all supporting back-up records and documents. Support and accomplish the goals and objectives of the Strategic Sourcing & Procurement department and adhere to the Finance division's commitment to customer service excellence.

Minimum Qualifications: A Bachelor's Degree with five to seven years' experience in the procurement and/or contract administration field. Experience with major construction projects and project management is highly desired, preferably at a college or university. Proficient in contract development, standards and language. ERP systems experience needed. Intermediate to Advance level Microsoft Office software experience. Electronic tools and report building experience. Familiarity with applicable local, state and federal laws and regulations is helpful. Equivalent combination of education, experience and certification (such as Certified Purchasing Manager (C.P.M.) or Certified Professional in Supply Management (CPSM) or Certified Public Purchasing Officer (C.P.P.O.) or Certified Federal Contracts Manager (CFCM) or any other recognized and accredited leading industry designated certifications may be considered. Proficient in contract development, standards and language. Proficient in contract negotiations. Ability to develop purchasing specifications; evaluate the relative merits of bid responses, offerings and pricing; read comprehensively; speak and write effectively. Highest level of discretion and integrity. Ability to quickly establish and maintain good rapport and working relationships across campus, from peers to executive leadership as well as with the public. Ability to balance multiple priorities and meet critical deadlines. Ability to successfully handle stressful situations efficiently and effectively while maintaining a professional demeanor. Hold a valid current driver's license with acceptable driving record for the past three years. Need the ability to make site visits to determine contract compliance across the University's campus. Ability to operate a desktop computer and MS Office software applications (Outlook, EXCEL, WORD, PowerPoint, and ACCESS), calculator, copy machine, telephone and fax machine.

How to apply: forward application, resume, and cover letter with salary requirements as an attachment to (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 102085 in subject line of email. Please do not include photos on resumes and save documents with first/last names. All applicants must be supportive of the mission and vision of *The Catholic University of America*. Open until filled.

THE CATHOLIC UNIVERSITY OF AMERICA

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