Contract Specialist II (full-time, 35 hours/week)  
Strategic Sourcing & Procurement/Procurement Services  
Position 101600

**Position Summary:** Procurement 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 campus, with vendors and suppliers, and general purchasing organizations.

Reporting to the Associate Vice President (AVP), the Contract Specialist II 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 department to ensure effective project management.

**Essential Responsibilities Include:** Assisting the AVP and Procurement Manager with coordinating all facets of the University's procurement process; participating in the development of specifications for services, machinery and equipment, products, or supplies in preparing bid proposals and contracts; analyzing and documenting price proposals, financial reports, and other data; reviewing, evaluating, and making recommendations to accept/approve specifications for issuing and awarding bids to suppliers through competitive Request for Proposal (RFP) and Request for Quote (RFQ) process; evaluating, monitoring, and documenting contract performance; developing and maintaining a comprehensive, centralized, and accurate contract database; preparing and distributing compelling reports and statistical data to facilitate planning, budgeting, analysis, and contract performance; assisting in gathering, assessing and analyzing practices and procedures; assisting in the accomplishment of goals and objectives of the department.

**Minimum Qualifications:** Bachelor's degree required. A minimum of five (5) years of experience in the procurement or contract administration field. Must be proficient in contract development, standards and language. Must be proficient in contract negotiations. Must be able to develop purchasing specifications and evaluate the relative merits of bid responses, offerings and pricing. Must have excellent communication skills, both written and verbal. Must have ERP (Enterprise Resource Planning) systems experience. Electronic tools and report building experience. Intermediate to advanced level experience of Microsoft Office applications (Outlook, Excel, Word, PowerPoint, and Access).

**Preferred Qualifications:** Experience with major construction projects and project management strongly preferred, preferably in a college or university environment. Familiarity with applicable local, state and federal laws and regulations is helpful. Certified Purchasing Manager (C.P.M.), Certified Professional in Supply Management (CPSM) or Certified Public Purchasing Officer (CPPO) is preferred.

This position requires driving on behalf of University business. Possession of a current and valid U.S. driver's license is required along with an initial MVR clearance check. An annual MVR clearance check is conducted thereafter.

**How to apply:** forward resume, cover letter and salary requirements to: CUARecruitment@cua.edu. Reference position 101600 in subject line. Position is open until filled.