Administrative Services Specialist II
Search #2018021
Payroll Title: UCP IV
Class Code: 0406-9084
Job Family: ADM
FLSA Code: N
Score: 458

JOB SUMMARY

Under the general supervision of the Director of Procurement Services, or designated supervisor, the Administrative Services Specialist II assists with coordination of program efforts and provides administrative assistance in support of the University’s Supplier Diversity Program [USDP] and overall mission. This position will primarily support the Program Director with all aspects of the specialized supplier diversity functions, in support of expanding enrollment and participation of small/minority businesses across all University contracts and all University campuses, including UConn Health.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Is responsible for coordinating all aspects of the specialized supplier diversity functions, including processing administrative paperwork and/or records; reviews for accuracy, completeness and compliance with regulations, policies and procedures, and statutes; identifies and follows up to resolve problems, referring most new, unusual or difficult problems to immediate supervisor.
2. Maintains complex filing systems, records, administration files and/or data systems which may be computerized.
3. May process purchase requisitions/purchase orders in KFS, as required, and verifies compliance and accuracy.
4. Prepares narrative and informational reports, as needed or requested; compiles and organizes information requiring the knowledge and evaluation of data sources.
5. Screens correspondence, records and/or other documents for appropriate action and works with administrators to determine proper response or to resolve problems; makes referrals as appropriate.
6. In collaboration with other Procurement Services personnel, may gather and compile documentation, reports, forms, and/or correspondence in response to various capital construction projects and/or professional service requests for information as requested.
7. Coordinates State and University procurement related compliance documentation and/or requirements, as needed.
8. Assists in solving a variety of problems of ordinary difficulty, based on knowledge of the procedures, practices and past experience.
9. Transmits authoritative information and serves as a resource regarding departmental policies and procedures with responsibility to occasionally interpret such policies and procedures.
10. Regularly communicates with other University offices and/or outside agencies to request or provide information or to clarify procedures relating to supplier diversity practices.
11. In assigned area of responsibility, may participate in planning and decisions regarding new or changed procedures.
12. May draft or independently compose and/or edit routine correspondence and other documents for immediate supervisor’s review and/or signature.
13. Perform routine administrative functions in support of supplier diversity and/or procurement related categories as assigned.
14. May assist in planning and carrying out related support activities, such as scheduling of meetings, conferences, interviews; making all necessary arrangements, including travel, and coordinating details.
15. Travels to Regional Campuses and UConn Health, as required.
16. Performs related duties as required and/or assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS

1. Associates degree and/or equivalent combination of education and experience.
2. Minimum of two to five years related experience.
3. Demonstrated knowledge of procurement and/or administrative specialty and the ability to independently resolve problems of varying degrees of difficulty.
4. Excellent communication skills.
5. Demonstration of good organizational and interpersonal skills.
6. Familiarity with computers, as a user, including Microsoft products.
7. Dependable transportation and ability to travel.

PREFERRED QUALIFICATIONS

1. Experience with KFS or similar electronic financial records system.
2. Strong database development, management, report writing and querying skills.
3. Demonstrated experience in a fast-paced, dynamic working environment in an administrative support functional area, supporting a similar program in a public setting.
4. Familiarity with website software (i.e. WordPress) and content management.
5. Experience and understanding of purchasing and supplier diversity functions, such as outreach.
6. Experience and understanding of procurement activities, concepts and functions including the requirements associated with competitive bidding processes, i.e. Invitations to Bid (ITB’s), Requests for Proposals (RFP’s), Requests for Quotation (RFQ’s), Sole Source Justifications, etc.
8. Experience with Adobe Acrobat IX Pro.

APPOINTMENT TERM: This is a full-time position. The University offers a competitive salary, outstanding benefits, including employee and dependent tuition waiver at UConn, and a highly desirable work environment. Salary will be commensurate with successful candidate’s background and experience.
**APPLICATION PROCESS**: Interested candidates must submit a letter of application, resume and contact information for three (3) professional references. Please apply on-line using the University’s Husky Hire system at: [http://jobs.uconn.edu](http://jobs.uconn.edu). Please reference Job ID 2018021. Screening will begin immediately.