



**DATE ISSUED:** 03/19  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Vendor Services Administrator/Assistant HUB Coordinator

### **JOB SUMMARY**

Provides customer support in all areas of master vendor maintenance and Historically Underutilized Businesses by performing all aspects associated with the day-to-day business processing. Work involves the application of departmental procedures and requires a thorough knowledge of duties with the functional area of vendor maintenance and the HUB program. Work is performed under general guidance and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Director of Purchasing & Contracts/Assoc HUB Coordinator

*Supervises:* No supervisory responsibilities

### **ESSENTIAL DUTIES - May include, but not limited to the following:**

- Maintains, updates and creates all vendors in the master vendor file.
- Retains all documents related to the vendors.
- Monitors vendor email folder and takes action accordingly.
- Runs quarterly 1099 exception reports and takes action accordingly.
- Runs 1099 annual reports.
- Runs and prepares mailing for all CY 1099's.
- Assists with vendors inquiring about HUB certifications.
- Assists with reporting activities and requirements for HUB activity.
- Coordinates HUB fairs and forums.
- Verifies documentation for accuracy and completeness.
- Accesses and inputs data using a personal computer.
- Prepares letters, memos, and other reports.
- Provides internal and external customer service.

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**ADDITIONAL DUTIES**

- Attends HUB forums and meetings.
- Assists in development of internal HUB training documents.
- Assists in development of internal vendor maintenance procedures.
- Performs other duties as requested.

**EDUCATION**

Bachelor's degree required.

**EXPERIENCE**

Two years of progressively responsible job-related experience, preferably in a state or university environment.

**REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

**KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

- Working knowledge of office practices and methods.
- Ability to perform departmental functions using financial software.
- Ability to perform mathematical calculations and/or verify information accurately.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to organize work effectively, conceptualize and prioritize objectives.
- Ability to exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to use a personal computer and other office equipment, including university related software and email.

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**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

**Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.**

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***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***