



**TEXAS WOMAN'S**  
UNIVERSITY™

**DATE ISSUED:** 12/17  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Procurement Generalist/HUB Assistant

### **JOB SUMMARY**

Provides customer support in the area of procurement and Historically Underutilized Businesses (HUBs) by assisting with all aspects associated with the business processing for day-to-day responsibilities in one or more functional areas of Procurement Services including but not limited to Accounts Payable, Contract Administration, Pcard, Purchasing, Travel, Vendor Maintenance and/or other areas requiring support within the department. Work involves the application of departmental procedures and requires a thorough knowledge of duties with the functional areas. 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:* Department Manager/Managers

*Supervises:* No supervisory responsibilities

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

- Advises and communicates with departments regarding procurement procedures, rules and related procurement matters.
- Answers policy and practice questions for the functional area/areas.
- Participates in the development of policies and procedures.
- Recommends new approaches, policies and procedures to management for continual improvements in efficiency of the functional area/areas.
- Assists in the development and implementation of department goals, objectives, strategies and systems of the functional area/areas.
- Ensures accurate and timely processing of all forms, documents and requests.
- Processes and runs daily and monthly reports required for functional area/areas.

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- Ensures compliance with Federal and State laws and regulations as well as University policies and procedures.
- Assists in the development of procurement training. Provides one-on-one training as needed.
- Serves as a back-up for all functional areas.
- Develops efficient, service oriented procedures of the functional area/areas.
- Conducts website review for accuracy of information and links.

### ***ADDITIONAL DUTIES***

- Attends procurement related conferences, seminars, and training; some travel required.
- Performs other duties as requested.

### ***EDUCATION***

High school diploma or equivalent required. Bachelor's degree preferred.

### ***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 accounting and/or imaging 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 and exercise independent judgment based on an understanding of organizational policies and activities.

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- 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.

**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:** \_\_\_\_\_

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***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.***

***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.***