JOB DESCRIPTION

TITLE
Coordinator, Contract Services

JOB SUMMARY
Provides customer support in all areas of contract administration and management by performing all aspects associated with the day-to-day business processing of contracts. Work involves the application of departmental procedures and requires a thorough knowledge of duties with the functional area of contract administration and management. Work is performed independently under limited supervision and within general policy standards 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: Assistant VP Procurement Services & Contracts
Supervises: No Supervisory Responsibilities

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

- Maintains, updates and creates initial contract package for all goods and/or services contracts.
- Retains all documentation associated with individual contracts and file accordingly – both electronically and physically (if needed).
- Performs initial review of each new contract to ensure accuracy.
- Works collaboratively with respective contract administrators and managers to update documentation as needed.
- Provides customer service both internally and externally for contract procedural questions/concerns.
- Assists with reporting activities associated with contracts.
- Accesses and inputs data using a personal computer.
- Prepares letters, memos, and other reports.
ADDITIONAL DUTIES

- Attends contract forums and meetings.
- Assists in development of internal contract training documents.
- Assists in development of internal contract management/administration procedures
- Performs other duties as requested.

EDUCATION

Bachelor’s degree in Accounting, Finance, or a related field preferred.

EXPERIENCE

Two years of experience of progressively responsible job-related experience, preferably in a state or university environment. Additional experience may substitute for education requirement.

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 organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to use a personal computer and other office equipment, including university 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: ___________________________

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.