

University Supplier Advocate

Role

Position Identification Information

Role Title: General Administration Supervisor I/Coordinator I
Pay Band: 4
Role Code: 19221

Classification Summary: The General Administration Supervisor I/Coordinator I role provides career tracks for administrative specialists/coordinators and administrative supervisors who perform or supervise a variety of administrative and business functions in a unit, non-retail business, facility, or field office. The first career track is for supervisors who manage a variety of office and administrative employees performing a variety of well-defined administrative, business, and financial operations. The second career track is for administrative specialists who provide administrative support for program areas or an administrator.

Must have a conviction check: Yes

Equal Opportunity/Affirmative Action Statement: Virginia Tech does not discriminate against employees, students, or applicants on the basis of age, color, disability, sex (including pregnancy), gender, gender identity, gender expression, genetic information, national origin, political affiliation, race, religion, sexual orientation, or veteran status, or otherwise discriminate against employees or applicants who inquire about, discuss, or disclose their compensation or the compensation of other employees or applicants, or on any other basis protected by law.

Reasonable Accommodation Statement: If you are an individual with a disability and desire accommodation please contact the hiring department.

Pass Message: Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

Fail Message: Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.

Classification Title: General Administration Supervisor I/Coordinator I

Position Details

Purpose of Request

Purpose of Request:

Create a new job description - Recruitment Needed

Additional information or special instructions:

Creation of new staff position to replace a previous Administrative Professional Faculty Position No. 114052

Redefining the position description and once full approvals are received, would like to post this position for recruitment.
- Mary Helmick, 1-7583

Position Identification Information

Position Number:

050303

Pay Band:

4

Employee First Name:

Employee Last Name:

Position Description

Position Summary:

Lead the university's efforts to improve the utilization of small, woman owned and minority owned businesses. Identify opportunities for sales for unrepresented vendor types. Stay abreast of opportunities at the university, market those opportunities to vendors in order to increase the university's diversified pool of competition. Conduct training to prepare vendors to do business with the university. Onboard new vendors to set them up for success as they provide goods and services to the university. Conduct routine and complex reporting and analysis to comply with state requirements. Provide overall support to the university procurement activities such as troubleshooting vendor utilization issues and serve as a liaison for both the vendor and the buyers to bridge the game between the two. Identify strategic sourcing opportunities for the university.

Required Qualifications:

- Demonstrated excellent communication skills using multiple medians including group presentations and public speaking including the ability to communicate effectively with diverse groups and individuals.
- Ability to represent Virginia Tech externally with state officials and other representatives of higher education. -
- Experience organizing vendor outreach events such as vendor fairs and training sessions.
- Experience developing training materials for complex subjects.

Preferred Qualifications:

- Understanding of general state procurement rules and protocols.
- Prior experience in enhancing supplier diversity and increasing utilization of Small, Woman Owned and Minority Owned Vendors.

Position Details

Role Title: General Administration Supervisor I/Coordinator I
Working Title: University Supplier Advocate
Department: Procurement
Department Number: 047000
HR Staffing Specialist: Jeff Cumberland
Supervisor: Mary Helmick
Work Location Blacksburg
Describe location, if other than Blacksburg:
Location Zip Code: 24061
Work Schedule: 8AM - 5PM
Hours Per Week: 40
Academic or Calendar Year: Calendar Year
Employee Category: Staff (Salary)
Appointment Type: Regular
If restricted or temporary, enter end date:
Percent Employment: Full-time
If part time, enter Percent Time:
Does the employee supervise 2 or more full time equivalent employees? No
Contact Name: Mary W Helmick
Contact Email/Phone: mhelmick@vt.edu/1-7583

Funding

Funding

Org Code: 047000
Fund Number: 121718
Percent: 100

Job Duties

Job Duties

Percent of Total Time:	50
Description of job responsibility/duty:	Enhance Supplier Diversity: Improve the utilization of small, woman owned and minority owned businesses (SWaM) by the University. Identify opportunities for SWaM vendors. Work with departmental buyers and high volume purchasing units to incorporate in to their decision make the evaluation of SWaM vendors. Represent the University statewide as a leader in Supplier Diversity advocacy and best practices. Serve as a committee member to the VASCUPP Supplier Diversity subcommittee. Stay current on latest developments or changes to the statewide SWaM initiative and how they may affect the University
Essential or Marginal:	Essential
Percent of Total Time:	10
Description of job responsibility/duty:	Marketing of University Purchasing Opportunities and Outreach Events: Stay abreast of future procurement opportunities and market those opportunities broadly to enhance a diversified pool of competition. Organize and oversee outreach events such as vendor fairs publicizing opportunities at the university for SWaM vendors. Create a quarterly newsletter for current and
Essential or Marginal:	Essential
Percent of Total Time:	10
Description of job responsibility/duty:	Training: Develop, provide and oversee training that will prepare vendors for doing business with the University.
Essential or Marginal:	Marginal
Percent of Total Time:	5
Description of job responsibility/duty:	Onboarding of Vendors: In coordination with the administrative staff within the Procurement office, oversee an onboarding program for new vendors including assisting with registration with the eVA procurement system and certifying with the Virginia Small Business and Supplier Diversity Agency (VSBSD).
Essential or Marginal:	Marginal
Percent of Total Time:	15
Description of job responsibility/duty:	Reporting and Analysis: Complete all quarterly and state reporting of utilization of SWaM vendors as required by the state. Analyze the spend data in certain commodities to provide information to vendors wishing to do business with the university. Oversee and manage active registration of SWaM vendors.
Essential or Marginal:	Essential
Percent of Total Time:	10
Description of job responsibility/duty:	Support of Procurement Activities: Provide support to the buyers of the university by troubleshooting vendor utilization issues that may arise. Serve as both an advocate/liaison for the vendors and the university procurement staff to bridge the gap between the two. Identify strategic sourcing areas that would become an potential opportunity for SWaM vendors and convey these opportunities to the applicable buying staff.

Essential or Marginal:

Essential

Physical & Employment Conditions

Employment Conditions

Physical Requirements:

Employment Conditions: Statement of Economic Interest is required

Other Employment Conditions:

Must have a conviction check: Yes

Search Committee Members

Search Members

Name: Greg Pratt

Email: gregp65@vt.edu

Gender: Male

Search Committee Chair:

Name: Mary Helmick

Email: mhelmick@vt.edu

Gender: Female

Search Committee Chair:

Name: Bonnie Sutphin

Email: sutphinb@vt.edu

Gender: Female

Search Committee Chair:

Internal Documents

No documents have been attached.

Employee

This position description is vacant.

Supervisor Position

No supervisor position description specified.

Requisition Form

Search Plan

Job Posting Date: 09/02/2016

Review Begin Date: 10/07/2016

Job Close Date:

Restricted to Virginia Tech Employees only? No

Advertised Salary Range (Visible to Applicant) Commensurate with Experience

Affirmative Action Goals: None

Supplemental Job Ad: Virginia Tech does not discriminate against employees, students, or applicants on the basis of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law. For inquiries regarding non-discrimination policies, contact the executive director for Equity and Access at 540-231-2010 or Virginia Tech, North End Center, Suite 2300 (0318), 300 Turner St. NW, Blacksburg, VA 24061.

How to Apply for this Job: For a complete listing of position qualifications, and to apply, please visit www.jobs.vt.edu, and search for posting #_____. Review of applications will begin on October 7th, 2016

Additional Position Information

Employment Comments:

Recruiting and Advertising Plan

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you first learn about this job opening?
 - Academic Keys (www.academickeys.com)
 - Chronicle of Higher Education - online

- Chronicle of Higher Education - print
 - Diverse Jobs (www.diversejobs.net)
 - Higher Ed Jobs (www.higheredjobs.com)
 - Inside Higher Ed (www.insidehighered.com)
 - Indeed (www.indeed.com)
 - Roanoke Times Online (www.jobs.roanoke.com)
 - Commonwealth of Virginia Jobs (www.jobs.virginia.gov)
 - Virginia Tech job site (www.jobs.vt.edu)
 - Other Virginia Tech affiliated website (please describe below)
 - Other job board such as Simply Hired, Career Builder, etc. (please describe below)
 - Facebook
 - LinkedIn
 - Twitter
 - Job Fair (please describe below)
 - Journal (please describe below)
 - Listserv (please describe below)
 - Newspaper - print (please describe below)
 - Professional Conference (please describe below)
 - From a friend/acquaintance not associated with Virginia Tech (please name below)
 - From a Virginia Tech employee/representative/recruiter (please name below)
 - Veteran related event/site (please describe below)
 - Virginia Employment Commission - VEC
 - Other - Not listed (please describe below)
2. Please describe recruiting source identified in previous question (if applicable):

(Open Ended Question)

3. * Do you have a Preferential Hiring Form (Blue Form) as issued under Policy 1.30 Layoff? (Commonwealth of Virginia Employees Only).
- Yes
 - No
4. * Do you have an Interagency Placement Screening Form (Yellow Form) as issued under Policy 1.30 Layoff? (Commonwealth of Virginia Employees Only)
- Yes
 - No

Applicant Documents

Required Documents

1. Resume/Curriculum Vita
2. Cover Letter

Optional Documents

None