



- Position Title:** Procurement Officer
- Position#:** 00104309
Full-time, benefited, exempt (from FLSA overtime), banded position
- Salary:** **\$50,000+ per year (dependent on experience)** plus a competitive benefit package including a generous retirement plan and employer paid family health insurance
- Location:** Grand Forks, ND
- Closing Date:** Applications received by July 31, 2019 will be given first consideration. Open until filled.
- Job Description:** The purpose of this position is to perform CTS procurements, assist with managing Enterprise contracts, and assist with asset management & software licensing.

Minimum Qualifications:

- Bachelor's degree in Procurement, Information Technology, Business, Education, Communication, or related field or equivalent combination of course work and work experience.
- Two years of experience in procurement related work.
- Demonstrated procurement, contract management, written/oral communication, and organizational skills.
- Previous experience performing bids, request for proposals and familiarity of supplier marketing tactics
- Ability to work independently, capable of organizing and prioritizing the work of self and others; handle multiple and sometimes conflicting priorities while maintaining quality and productivity.
- Ability to effectively communicate to all levels of the organization.
- Demonstrated proficiency with PC productivity tools (such as MS Word and Adobe Acrobat).

Preferred Qualifications:

- Experience working in higher education.
- Experience in public procurement
- Knowledge and previous experience gathering RFP requirements. Certified Associate in Certified Public Procurement Officer (CPPO) and Certified Professional Public Buyer (CPPB) certification from the Universal Public Procurement Certification Council (UPPCC) or willingness to work toward this certification.

To Apply: Applicants should send a cover letter **specifically addressing the above qualifications**, a current resume, and the names and contact information (including telephone numbers and e-mail address) of three professional references, either electronically (preferred) to jane.grinde@ndus.edu or by mail to:

NDUS
Attention: Jane Grinde
600 E Boulevard Ave, Dept 215
Bismarck, ND 58505-0230

by the closing date stated above. Applicants who are veterans are eligible to claim veteran's preference must include Form DD214 with the application for employment; claims for disabled veteran's preference must include Form DD214 and a letter less than one year old from the Department of Veterans' Affairs indicating disability; claims for preference as the eligible spouse of a disabled or deceased veteran must include Form DD214, a marriage certificate and a letter less than one year old from the Department of Veterans' Affairs indicating disability, or the veteran's death certificate. Due to access to restricted information, the successful candidate will be required to complete a satisfactory criminal background check. Applicants must be eligible to work in the U.S. and I-9 permanent employment certification is required at hire. There is no sponsorship available for this position.

Persons who may need additional job information or may require accommodation or assistance with the application or interview process should contact Jane Grinde at (701) 328-4217, or e-mail jane.grinde@ndus.edu. TTY Number 1-800-366-6888.

As employers, the State of North Dakota and political subdivisions prohibit smoking in all places of state and political subdivision employment in accordance with N.D.C.C. § 23-12-10.

Applications for public employment will be confidential unless deemed a finalist. Public entities including the State Board of Higher Education and NDUS institutions shall determine finalists for open positions consistent with N.D.C.C. Section §44-04-18.27. Applications for public employment of non-finalists and any records related to those applications which contain information that could reasonably be used to identify an applicant are confidential.

Equal Opportunity Employer: The State of North Dakota and this hiring agency do not discriminate on the basis of race, color, national origin, sex, genetics, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.

THE NORTH DAKOTA UNIVERSITY SYSTEM was organized in 1990. It is made up of 11 public colleges and universities governed by the State Board of Higher Education. The NDUS is composed of two doctoral-granting institutions (NDSU and UND), two master's granting institutions (MISU and VCSU), two universities that offer baccalaureate degrees (DSU and MASU), and five campuses that offer associate and trade/technical degrees (BSC, LRSC, MISUB, NDSCS and WSC).