



CONTRACT SPECIALIST SENIOR
Job Announcement Code: 12-00311

This position is located at the University of Wisconsin System Administration; Office of Procurement in Madison.

The starting salary is between \$35,291 and \$58,232 per year depending on qualification, plus excellent benefits. A 6 month probationary period is required. This position is in pay range 07-04.

Job Duties: Under the general supervision of the Director of Procurement, this position provides contract administration, technical and administrative support for the Office of Procurement contracting work and programs. The position is responsible for managing the State of Wisconsin's Contract Compliance Program system-wide, contract administration duties, coordinating the procurement process for bids and requests for proposals, and entering purchase orders into the Shared Financial System. This position handles materials that must remain confidential.

Special Notes: A criminal background check may be required.

Job Knowledge, Skills and Abilities: This position requires excellent written and verbal communication skills; excellent customer service skills; highly developed analytical and problem solving skills; strong organizational skills and the ability to prioritize multiple work assignments; ability to understand and administer relevant laws, rules, regulations and policies and procedures pertaining to state purchasing; knowledge of principles and practices of procurement; ability to work well with diverse groups in a team environment; Proficiency in Microsoft office products(Word, Excel, PowerPoint and Access).

How to Apply: To be considered for this position, you will need to create an account and apply online. For instructions, click on the following link: http://wisc.jobs/public/links_page_detail.asp?pageid=756. **You must apply online to be considered for this position.** Application materials will not be accepted if received in an e-mail, as a hard copy or a fax. If you are unable to complete the materials due to a disability, encounter technical issues or need assistance using the system, please contact the Office of State Employment Relations at wiscjobs@wisconsin.gov or 608-267-1012. Please provide your complete phone number in your message.

You will be required to upload a current resume and complete a civil service examination. Your responses to the exam will be used to determine your eligibility for this vacancy. Resumes may not be substituted for answering these questions. Resumes are for supplemental purposes only and will not be reviewed.

The application deadline is 4:30 p.m. on February 9, 2012. Application materials will be evaluated and the most qualified applicants will be invited to participate in the next step of the selection process.

UWSA is an AAEO Employer and actively seeks and encourages applications from women, minorities and persons with disabilities.