



# WEST VIRGINIA STATE UNIVERSITY

## **Purchasing Assistant III WVSU Purchasing Department – Ferrell Hall**

### **West Virginia State University:**

West Virginia State University (WVSU) is a public-land grant institution, which was founded in 1891 as a Historically Black College and University (HBCU), and has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 3,500 students. The University is a community of students, staff, and faculty committed to innovative teaching and learning, research and service that offers 23 undergraduate and seven graduate degrees through its four colleges, and competes in athletics at the NCAA Division II level in five men's sports and six women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

### **Position Description**

*West Virginia State University is seeking a highly motivated and detail-oriented individual to join our team as a Purchasing Assistant III. Under general supervision, this position performs paraprofessional, full-performance level work in the procurement process for the University. The Purchasing Assistant III will be responsible for maintaining Purchase Order (PO) logs, managing contract renewals, purchasing goods and services. This role requires strong organizational skills, an understanding of procurement practices, and the ability to manage multiple tasks efficiently. This is a non-classified, essential, FLSA non-exempt, full-time, benefits eligible position.*

### **Responsibilities for Purchasing Assistant III**

- *Review purchase requests to determine if required merchandise is available through internal resources or existing University or statewide contracts, or if bids need to be solicited.*
- *Collect, secure, and review bids to determine the most cost-effective bid that meets the requirements of the requisition.*
- *Ensure requisitions are complete, accurate, and free of ambiguity, and update them as necessary.*
- *Assemble requisitions, correspondence, reports, and other necessary documents to*

- *complete the purchasing process.*
- *Maintain and monitor Purchase Order (PO) logs, tracking requisitions and purchase orders to streamline the procurement process.*
- *Make entries into wvOASIS for various types of procurement documents.*
- *Act as the University's point of contact for vendors, confirming shipping dates and destinations, and ensuring orders are delivered in compliance with contract terms.*
- *Oversee orders to ensure timely and accurate delivery in good condition.*
- *Ensure all contract renewals are tracked, processed, and completed in a timely manner.*
- *Other duties as assigned.*

### **Minimum Requirements for the Purchasing Assistant III**

- *Education: Associate degree or Minimum of high school diploma/GED plus 19 months of directly related full-time work experience, at the appropriate level of responsibility*
- *Experience: Four (4) years of full-time or equivalent part-time paid clerical experience, including purchasing supplies and maintaining inventory.*
- *Preference will be given to applicant with experience using the wvOASIS financial application.*
- *Substitution: A Bachelor's degree from a regionally accredited college or university may substitute for the required experience.*

### **Knowledge, Skills, and Abilities**

- *Knowledge of State purchasing laws, rules, and regulations.*
- *Familiarity with various types of commodities and sources of supply.*
- *Proficiency in office methods, practices, and procedures.*
- *Strong math and/or bookkeeping skills.*
- *Knowledge of records retention procedures.*
- *Ability to review requisitions and merchandise for accuracy and compliance with standards.*
- *Ability to communicate effectively, both orally and in writing.*
- *Strong organizational skills with the ability to manage multiple tasks.*
- *Ability to establish and maintain effective working relationships with vendors, University staff, and other stakeholders.*

### **Salary Statement**

*\$38,000 to \$42,000. Salary will be commensurate with experience.*

### **To Apply:**

This position will remain open until it is filled. However, first consideration will be given to applicants who submit a resume, cover letter, and the names and email addresses or phone numbers of three professional references by March 14, 2025. All requested information must be submitted for your application to be considered.

Please submit application materials via email to [jobs@wvstateu.edu](mailto:jobs@wvstateu.edu) or mail to:

West Virginia State University  
Department of Human Resources  
P. O. Box 1000, 105 Cole Complex  
Institute, WV 25112

**West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.**

**West Virginia State University is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, or protected veteran status and will not be discriminated against on the basis of disability.**

**West Virginia State University is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation to participate in the job application or interview process, please contact the Disability and Accessibility Resources unit at 3040766-3083 or [ada@wvstateu.edu](mailto:ada@wvstateu.edu).**