



WEST VIRGINIA STATE UNIVERSITY

Purchasing Assistant III Business & Finance Division

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

This is a non-classified essential FLSA Status (exempt or non-exempt), full-time benefits eligible position.

Under general supervision, this position performs paraprofessional, full-performance level work procuring for WVSU and is responsible for purchasing functions, contracts, inventory, and records management activities.

Work may include the purchasing of goods or services requiring an in-depth knowledge of the area of employment.

Performs related work as required.

Responsibilities for Purchasing Assistant III

Assists with reviewing purchase requests and determines if required merchandise is available through internal resources and/or agency or statewide contracts if bids must be solicited; collects bids, secures bids, holds public bid openings, prepares bid tabulations if required, and reviews bids to determine the most cost efficient, meeting the requirements of the requisition.

Checks requisitions for accuracy, completeness, and clarity; corrects any ambiguities in purchase orders and adds needed information.

Registers vendors in wvOASIS.

Creates, prepares and/or composes requisitions, correspondence, memoranda, and reports.

Records order and requisition number and delivery data.

Assists in contacting agency purchasers and vendors to resolve problems related to incorrect or late deliveries, and/or problems with quality of goods or services purchased.

Advises agency officials on purchasing procedures, changes in commodity specifications.

Assists in conducting market research which may include research and/or contacting vendors and suppliers, manufacturers and testing facilities to gain information on new products, sources of supply, changes in product specifications, price changes and design and capabilities of commodities.

Other duties as assigned.

Knowledge, Skills and Abilities

Knowledge of the State purchasing laws, rules and regulations.

Knowledge of the various types and grades of commodities and sources of supply.

Knowledge of office methods, practices and procedures.

Knowledge of basic math and/or bookkeeping.

Knowledge of inventory control procedures.

Knowledge of records retention and disposal.

Ability to review forms and merchandise accurately to determine standards and specifications are met.

Ability to understand and follow instructions.

Ability to communicate effectively, both verbally and in writing.

Ability to establish and maintain effective working relationships.

Requirements for Purchasing Assistant III

High school diploma or the equivalent.

AND

Experience: Four (4) years of full-time or equivalent part-time paid clerical experience which included purchasing supplies and maintaining inventory.

OR

Substitution: Bachelor's degree from a regionally accredited college or university may substitute for the required experience. With 2 years' experience, which include purchasing supplies and maintaining inventory.

Salary Statement

commensurate with experience

To Apply:

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume, cover letter, academic transcripts, and the names and email addresses or phone numbers of three professional references by January 22, 2026. All requested information must be submitted for your application to be considered.

Please submit application materials via email to jobs@wvstateu.edu or mail to:

West Virginia State University
Department of Human Resources
P. O. Box 1000, 324 Ferrell Hall
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, contact, please contact the Disability and Accessibility Resources unit at 304-0766-3083 or ada@wvstateu.edu