2020/2021 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: PURC1 - Procurement Communications Coordinator

DEPARTMENT NAME: Purchasing Services

CONTACT NAME: Xavier Serrano, Director

JOB DESCRIPTION:

The position will provide the WSP Student with an overview of the breadth of procurement activities conducted by a Purchasing Services department that supports a research university. The student will have the opportunity to work with Purchasing Officers with a particular focus on internal and external communications, procurement program implementation, technical writing, and business process documentation.

Under the general guidance of a Purchasing Officer, you will perform a variety of technical and clerical duties related to UVic's Purchasing Services procurement and communications.

RESPONSIBILITIES:

- Assist in the communications planning and implementation of university wide procurement initiatives
- Write communications, training material, process documentation, and operating procedures
- Develop multi-media training materials and deliver these materials to a variety of audiences
- Map and document current state business processes, and assist in identifying opportunities for process improvement
- Organize purchasing records and databases, and establish documentation procedures
- Develop Website content, design, update, and test
- May assist in preparing RFx, purchase order, and supply agreement documents
- Perform other duties similar in scope and complexity
- Work on special projects or other duties as required

REQUIRED SKILLS

- Superior communication skills, including verbal, written, presentation and training
- Strong interpersonal skills, including ability to influence and persuade others, and to work collaboratively and collegially with both faculty and staff across campus and Purchasing Services colleagues to achieve goals

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php
• Strong problem solving, multi-tasking and organizational skills
• Ability to work effectively both independently and as a member of a team
• Strong time management, organizational skills and excellent attention to detail
• Excellent conflict resolution and negotiation skills
• Ability and willingness to be flexible and adaptable to changing priorities
• Ability to multi-task, be resourceful and handle multiple requests and challenges.

SPECIALIZED KNOWLEDGE/EDUCATION

• Knowledge of professional communications and information systems; familiarity with Microsoft Office suite and SharePoint are considered assets
• Familiarity with public procurement and knowledge of UVic purchasing policies and procedures is considered an asset

QUALIFICATIONS:

• Technical writing, professional communications courses, or related disciplines preferred
• Proficiency in Microsoft Word, Excel (intermediate level preferred for ability to manipulate data for reporting purposes), and Powerpoint
• Proficiency in Cascade web design and Visio (for flowcharting & mapping of processes) preferred
• Demonstrated ability to establish and maintain effective working relationships with clients and suppliers

JOB LOCATION ON-CAMPUS:  Uvic Purchasing Services (Saunders Annex) or working remotely from home

WORK STUDY WAGE:  $15.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP:  $4/hour

HOURS AVAILABLE:  200

HOW TO APPLY:  Please send Cover Letter and Resume via email to wstudy@uvic.ca

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