Colorado School of Mines invites applications for the position of Contracts Administrator/Purchasing Agent.

Located in Golden, in the foothills of the Rockies, 13 miles west of Denver and 21 miles south of Boulder, Mines has enrollment of over 5,400 students in undergraduate and graduate degree programs in engineering and applied science. Mines is a global leader in research and the advancement of technology. Research programs span many areas that focus on the School’s mission in promoting stewardship of the earth, advancements in energy and sustaining the environment. For more information visit us at: www.mines.edu.

**Responsibilities:** The Contracts/Administrator/Purchasing Agent functions as an authority in the application and utilization of statutory guidance, administrative rules, policies, principles and practices pertaining to the drafting and negotiation of complex contracts and procurement services. The position reviews complex contracts and drafts unique contract language when existing terms and conditions do not satisfy the needs of the University. The position is responsible for the procurement of materials supplies, equipment, and services for the University. The position prepares detailed bid specifications and/or requests for proposals for commodities and services and reviews vendor responses including proposals, bids, and quotations. The position assists with processing risk management claims and acts as a subject matter expert in regards to contracting and purchasing procedures that must be interpreted for departments and vendors.

Duties include, but are not limited to:

- Manage and administer University contracts; negotiate, review and draft complex and unique language; and approve contracts up to $50,000 in accordance with relevant statutes, policies and procedures.
- Function as contracts team lead and provide the Procurement Department with contracting support and guidance as necessary.
- Implement, manage and maintain the department’s contracts database and participate in process re-engineering.
- Manage and administer University purchase requests; negotiate applicable terms and conditions; approve purchase orders up to $100,000; and administer competitive solicitations.
- Assist with processing risk management claims.
- Train faculty, staff and students on contracting and procurement process.

For a complete job description, click here

Mines is an Equal Opportunity/Affirmative Action employer and educator that recognizes that diversity is crucial to its pursuit of excellence in learning and research. Mines is committed to developing student, faculty, and staff populations with differing perspectives, backgrounds, talents, and needs and to creating a richer mix of ideas, energizing and enlightening debates, deeper commitments, and a host of educational, research, and service outcomes. As such, Mines values candidates who have experience working in settings with individuals from diverse backgrounds. Minorities, women, veterans, and persons with disabilities are strongly encouraged to apply.

*Mines is an EEO/AA employer and is committed to enhancing the diversity of its campus community. Women, minorities, veterans, and individuals with disabilities are encouraged to apply.*

*Employment with Mines is contingent upon the satisfactory completion of a background investigation.*
Required Qualifications:
- Baccalaureate degree in business, accounting, finance or related field. Significant professional work experience that provides the same kind, amount and level of knowledge acquired in the required education, may substitute for the required baccalaureate degree.
- Progressive experience drafting and negotiating unique and complex terms and conditions/contracts
- Excellent interpersonal, organization, and communication skills (oral and written)
- Analytical thinking, research skills, creative problem solving skills, demonstrated ability to adapt to change and attention to detail
- Fluency in Microsoft Office Suite

Desired Qualifications:
- Juris Doctorate or advanced degree in business, accounting, finance, paralegal or other related field
- Progressive professional experience in procurement
- Knowledge and comprehensive understanding of theories, principles, and best practices of purchasing
- Experience with contracting and purchasing in an institution of Higher Education
- Demonstrated familiarity with Banner or other Oracle-based financial system
- Experience developing and working with database reporting
- Excellent training skills

Compensation: Salary and benefits will be commensurate with qualifications and experience. Mines provides an attractive benefits package including fully paid health and dental insurance. Part of Mines’ mission is to create a family-friendly environment supported through our dependent tuition benefits, parental leave benefits, and dependent care assistance plan, as well as in special events, camps, and programming. For more information visit: http://family.mines.edu/

How to Apply: Applicants must submit a resume, cover letter and names and contact information for three professional references to: Colorado School of Mines, Human Resources Office, Search 16-571620, 1500 Illinois Street, Golden, CO 80401, Fax: (303) 384-2025.

Electronic applications are encouraged and will be accepted at search@mines.edu. If using this method of application, please put the search number as indicated above (in bold) in the subject line to ensure that your materials are properly forwarded to the search committee.

Review of applications will begin by March 21, 2016.

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