

Eastern Illinois University

Director of Procurement Disbursements and Contract Services

Eastern Illinois University invites applications for the position of Director of Procurement Disbursements and Contract Services. The Director reports to the Vice President for Business Affairs. The essential duties of the Director include 1) supervising all the purchasing and payable functions of the University in compliance the Board of Trustees, Illinois Procurement code and University regulations; 2) to review, modify and signs documents, contracts, and purchase orders; 3) to administer the University Procurement Card (P-Card) program 3) to lead and supervise the department.

QUALIFICATIONS: Minimum qualifications include a bachelor's degree in supply chain, logistics, business, or related field from an accredited post- secondary institution; five years of experience in purchasing or procurement related roles; and three years of demonstrated leaderships skills. Preferred qualifications include a masters' degree; advanced certifications in purchasing (CPPB, CPPO).

CLOSING DATE: Review will begin immediately and continue until filled. Candidates are encouraged to submit materials no later than October 15, 2022 for full consideration.

APPLICATION: Applications must be submitted through the University's "Interfolio" application system <http://apply.interfolio.com/113943>. Submitted materials should include: 1) a cover letter addressing the candidate's experience and qualifications as related to the position description; 2) a resume or curriculum vitae describing the candidate's professional work history, education, and other qualifications; and 3) a list identifying the names, addresses, and contact information (phone and email) for three professional references.

UNIVERSITY CONTACT: For questions regarding the search, contact Ryan Gibson, Screening Committee Chair at rwgibson@eiu.edu.

THE UNIVERSITY & COMMUNITY: Consistently ranked in the top tier of Midwest universities in its class by U.S. News and World Report, Eastern Illinois University has earned its reputation by offering a wide variety of undergraduate and graduate programs taught by an experienced and caring faculty. In addition to reasonable tuition, fees, and room and board rates, EIU offers an acclaimed textbook rental system, saving the average student hundreds of dollars per semester. A variety of excellent on-campus housing opportunities are available on the safe, compact 320-acre campus. Student graduation and retention rates are well above state and national averages, and that success continues after students earn their degrees -- year after year, Eastern ranks high in job placement, alumni satisfaction and employer satisfaction. The city of Charleston, IL is rated as one of the safest college towns in America. The community is known for its close relationship with EIU and its wonderful variety of cultural and recreational activities.

Eastern Illinois University is an Affirmative Action/Equal Opportunity Employer - minority/female/disability/veteran – committed to achieving a diverse community.