

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title:** COORDINATOR CONTRACTS RLDS

**Reports To:** Designated Supervisor

**UW Job Code:** 3982

**UW Job Family:** 32 – Administrative Support

**SOC Code:** 13-1199

**FLSA:** Exempt

**Pay Grade:** 20

**Date:** 7-1-18

### **JOB PURPOSE:**

Coordinate incoming customer requests, office contracts, general customer information and overall flow of information to proper UW Catering & Events management. Review contract terms and conditions making sure that they comply with department policies and procedures.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Negotiate, accept and process contracts with customers.
- Contract development, data processing, contract distribution/coordination, office materials, and food labeling.
- Assist students, staff, faculty and other customers with questions and inquiries regarding Catering & Events.
- Provide standard reports daily, weekly, monthly and specialized departmental reports and schedules.
- Draft contracts and obtain appropriate approvals.
- Obtain all necessary documentation from vendors for insurance requirements.
- Formulate and coordinate procurement proposals.
- Arbitrate claims or complaints occurring in performance of contracts.
- Responsible for drafting, analyzing and negotiating contracts.
- Perform training of the contract requirements to various personnel.
- Maintain and manage the database.

### **SUPPLEMENTAL FUNCTIONS:**

- Recommend and participate in the development of University policies and procedures; may serve on department planning and policy-making committees.
- Assist director on specialized projects for Catering & Events and greater RLDS missions.

- Perform miscellaneous job-related duties as assigned.
- May compile data for preparing estimates.

**COMPETENCIES:**

- Negotiation
- Integrity
- Developing Organizational Talent
- Strategic Planning
- Quality Orientation
- Influence

**MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree in equivalent field or discipline**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- University rules and regulations.
- Customer service principles, techniques, systems, and standards.
- Supervision techniques.
- Project management.
- Contract language, processes, and procedures, including contract development and dissolution.
- Departmental computer technologies, including system requirements, functions, upgrades, additions, and new hardware and software developments.
- Recruitment and retention issues.
- Safety and emergency processes, procedures and guidelines.
- Analysis techniques.

Skills and Abilities to:

- Communicate effectively, both orally and in writing.
- Train others and provide project leadership.
- Effectively resolve problems.
- Effectively supervise staff and students.
- Successfully prepare and administer budgets.
- Manage time effectively.
- Communicate in a diverse environment.
- Supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
- Use computers, preferably in a PC, Windows-based operating environment.
- Examine and re-engineer operations and procedures, formulate policy, and develop and implement new strategies and procedures.

- Work effectively with a wide range of constituencies in a diverse community.
- Develop and maintain recordkeeping systems and procedures.

**WORKING CONDITIONS:**

- Work is normally performed in a typical interior/office work environment.
- No or very limited exposure to physical risk.
- No or very limited physical effort required.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.