

Cal Poly Humboldt
Sponsored Programs Foundation (SPF)

JOB DESCRIPTION

This is not a state position.

Title: SPF Purchasing Coordinator

Project Name: General Operations

Supervisor: Lead Accounts Payable Technician

Wage Range: \$20.00-\$24.00

Essential functions of the job: This is a full-time staff position for Cal Poly Humboldt Sponsored Programs Foundation (Auxiliary). This is an office environment and business casual dress code is expected. Must be available to work between Monday-Friday 8am-5pm. This is not a State of California position and is at-will employment. Currently, this position is eligible for telecommuting after a 90-day onboarding period. Work-from-home equipment will be provided.

Under the direction of the Lead Accounts Payable Technician, the SPF Purchasing Coordinator is responsible for completing all necessary workflow steps involved with Sponsored Programs Foundation purchasing from 'Suppliers.' A Supplier is defined as any individual or organization who is not a Cal Poly Humboldt staff or faculty, Sponsored Programs Foundation staff, or Cal Poly Humboldt student. The SPF Purchasing Coordinator applies a working knowledge of current campus, state, and federal regulations and limitations on all contracts and purchasing documents regardless of complexity or technical content. The incumbent for this position must have strong written and verbal communication skills and should prioritize attention to detail in all aspects of their work.

Procurement of Commodities and Services

- **Process Payment Requests:** Review and process prescreened payment requests submitted via Trello, ensuring accuracy and timeliness.
- **Departmental Requisitions:** Analyze, evaluate, and process requisitions through assigned carts, collecting necessary documentation as needed.
- **Requisition Submission:** Submit daily requisitions in CSUBuy P2P, whether received via Trello or assigned carts.
- **Sole Source & Brand Justifications:** Assist in the development and review of justifications to support procurement decisions.
- **Workflow Management:** Maintain clear and consistent tracking in Trello to monitor requisition progress and follow up on pending items, including purchase orders and vouchers.

- **Supplier Registration:** Initiate and oversee supplier registration, ensuring completion and escalating as necessary.
- **ProCard Management:** Process orders using a master ProCard and reconcile expenses monthly in accordance with established timelines.
- **Policy & Compliance:** Adhere to auxiliary purchasing procedures, policies, and guidelines, ensuring compliance in all procurement activities.
- **Order Expediting:** Follow up on requisitions and purchase orders to ensure timely delivery of goods and services.
- **Service Agreements:** Process agreements through DocuSign when required.
- **Collaboration & Communication:** Attend staff meetings and collaborate with other units to ensure proper implementation of policies, procedures, and programs.
- **Process Improvement:** Assist in developing and refining departmental policies, procedures, and website resources.
- **Cross-Training & Coverage:** Maintain a general understanding of SPF Accounts Payable functions and provide coverage for the SPF AP Coordinator as assigned.
- **Task Prioritization:** Balance priorities based on team needs, client expectations, and as well as direction from the SPF Executive Coordinator and SPF Executive Director.
- **Other Duties:** Perform additional responsibilities as assigned.

Consultation & Training Responsibilities

- **Cost-Saving Strategies:** Identify opportunities to negotiate and competitively procure cost-effective alternatives.
- **Specification Development:** Assist end-users in creating specifications that are cost-efficient, sustainability-focused, and not overly restrictive.
- **Policy & Compliance Expertise:** Maintain up-to-date knowledge of all auxiliary and university purchasing policies, procedures, and best practices.
- **Problem-Solving & Issue Resolution:** Work with grant personnel and suppliers to resolve procurement or compliance issues, including payment disputes and service delivery concerns.
- **Policy Communication:** Document, interpret, and clearly communicate purchasing policies, procedures, and any auxiliary-specific exceptions to campus end-users and SPF administrative staff.
- **User Support:** Provide one-on-one support via phone or email to assist end-users with purchasing inquiries.
- **Drop-In Assistance:** Attend daily SPF Zoom drop-in hours to support end-users with purchasing-related questions and participate in other business services drop-in sessions as needed.

Knowledge, special skills and abilities required:

- **Purchasing & Procurement Knowledge:** Basic understanding of purchasing principles and procurement processes, with the ability to quickly learn and apply CSU policies and procedures related to procuring goods and services for Sponsored Programs Foundation.
- **Policy Interpretation & Compliance:** Ability to independently interpret and accurately apply multiple procurement policies and regulations while maintaining compliance.

- **Organizational & Documentation Skills:** Strong attention to detail with the ability to maintain clear, precise, and transparent workflow documentation.
- **Collaboration & Relationship Building:** Proven ability to establish and maintain cooperative working relationships with suppliers, end-users, and colleagues.
- **Communication & Teamwork:** Initiative to foster effective communication and collaboration, contributing to a positive, productive work environment. Ability to work effectively with a diverse population and individuals from various cultural backgrounds.

Minimum qualifications required to perform all essential functions:

- **Relevant Experience:** Background in procurement, accounts payable, or related administrative or financial management roles.
- **Education:** Equivalent to a two-year associate's degree or certification in purchasing, marketing, accounting, business, or a related field OR relevant experience demonstrating the required knowledge and abilities may substitute for education on a year-for-year basis.
- **Technical Proficiency:** Ability to operate standard office equipment (copiers, scanners, multi-line phone systems) and utilize technology, including Microsoft Office Suite (Word, Excel) and Google Suite (Docs, Sheets, Drive).
- **Software Adaptability:** Capability to learn and develop proficiency in specialized software systems such as PeopleSoft, OBI, CSUBuy Legacy, CSUBuy P2P, DocuSign, Trello, and Adobe Acrobat.
- **Communication & Interpretation:** Demonstrated ability to understand, interpret, and effectively communicate procedures, policies, and instructions.

Application Instructions: resume, references and cover letter along with the ** [SPF Self-Identification Form for Job Applicants](#) to Sam Caudill at srb76@humboldt.edu

If you have any questions regarding this position, please reach out via email at srb76@humboldt.edu

Application review date: 3/25/25

Cal Poly Humboldt Sponsored Programs Foundation is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other legally protected status. More information about Cal Poly Humboldt SPF's Equal Employment Opportunity hiring can be found [here](#).

SPF adheres to the policy of employment at will, which permits the employer or the employee to end the employment relationship at any time, for any reason, with or without cause or notice as permissible by law. No SPF representative other than the Executive Director may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Maintaining eligibility to work in the United States is a condition of employment. Cal Poly Humboldt Sponsored Programs Foundation does not sponsor visas for staff, management, or temporary positions.

For assistance with the application process, please submit an Accommodation Request Form, which can be [found here](#) or contact ADA Coordinator at 707.826.3626 or confidential fax at 707.826.3625. For more information regarding accommodation, you may also visit the Cal Poly Humboldt Human Resources website at <https://disability.humboldt.edu/>. Individuals in need of a telecommunications relay service may contact the California Relay Service at 877.735.2929 TTY.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within Cal Poly Humboldt SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Humboldt SPF employees who apply for this position.