Title/Department: Graduate Assistant – Financial Services - Procurement

Description: This position will support the daily, monthly and annual functions of the Financial Services Procurement Department and will have some regularly assigned tasks as well as projects. Work identified includes:

- Review monthly P-Card Statements for compliance with VSU’s P-Card Program Procedures. Communicate with VSU Faculty and Staff to resolve any discrepancies with P-Card Statements.
- Review monthly all open purchase orders for viability, contacting various departments campus-wide to inquire about the status of orders in question. Close open line items and purchase orders as applicable.
- Review quarterly all approved and unapproved requisitions for viability, contacting various departments campus-wide to inquire about the status of requisitions in question. Close requisitions as appropriate.
- Assist in maintaining documentation regarding Procurement processes and procedures including drafting new procedures when appropriate.
- Receive and distribute intercampus mail to staff as appropriate.
- Greet customers and answer phone calls, directing inquiries to the appropriate staff.
- Other duties or special projects as assigned.

Qualifications: Seeking candidates with a 3.0 GPA or better in the MBA, MAcc, MPA or Finance programs. Basic knowledge of office practices, procedures, systems and equipment. Detail oriented with solid analytical skills. Strong organizational skills with the ability to prioritize work and meet deadlines. Independent decision making, self motivated and able to complete tasks with minimum supervision. Demonstrated knowledge of Business English and its usage in effective communication. Working experience with Microsoft applications, with an emphasis on Word, Excel, and Outlook.

Work Schedule: Hours are flexible, not to exceed 20 hours per week. The Procurement Office’s regular hours are 8am-5:30pm Monday through Thursday and 8am-3pm on Friday and hours worked will need to fall within those parameters.