

Support Job Position Description

Section I: Position information

Effective date	2026-05-20	<input checked="" type="checkbox"/> Update only	<input type="checkbox"/> Classification review
Position title	Procurement and Contracts Administrator		
Position number	999462		
Classification level	Range 2		
Position affiliation	<input checked="" type="checkbox"/> AUPE <input type="checkbox"/> Excluded		
Location	Virtual		
Department	Financial Services		
Reports to	Coordinator, Procurement and Contract Services (999809)		

Position summary

Briefly describe the main purpose(s) of the position.

Reporting to the Coordinator, Procurement and Contract Services, the Procurement and Contracts Administrator assists with procurement activities, including sourcing, ordering, and buying goods and services required to support Athabasca University's operational and strategic needs. They contribute to the ongoing procurement operations of the university by assisting with standard procurements, including course materials, issuing standard contracts from templates, and assisting with the university's Procurement Card (PCard) program. They also provide administrative support to the Coordinator, Procurement and Contract Services, and the team as required. Working as part of the Procurement and Contract Services team, they ensure the smooth acquisition of goods and services required by the university.

The Procurement and Contracts Administrator will:

- Support the general procurement needs of the university, including the timely processing of requisitions, generation of Purchase Orders (POs), and sending POs to vendors.
- Support the timely sourcing and ordering of course materials, such as textbooks, lab supplies, and other items required by university students.
- Assist with the expedition of POs and investigate requisition and PO-related issues, including assisting customers across the university.
- Support the timely issuance of student practicum agreements, including those with hospitals, doctor's offices, health regions and others as required to ensure that the university's students have the hands-on experience they require.
- Assist in maintaining the university's master vendor list, creating new vendors, and verifying and applying updates to vendor information as required. Share and file procurement documents for the team's and its customers' benefits.

- Assist with administrating the university's PCard program, focusing on credit card reconciliation in the university's online reconciliation system (Chrome River).
- With assistance from the Coordinator or other team members, engage with various university suppliers to establish good relationships, negotiate favourable terms, and monitor supplier performance.
- Ensure that procurements deliver the best value for the university.
- Maintain a focus on customer service, developing relations within the university to support other business units' procurement requirements while minimizing the university's financial and reputational risks.
- Demonstrate sound judgement in prioritizing procurement requests, ensuring the timely ordering of required goods and services.
- Assist with administering certain contracts, focusing on instructional services agreements, ensuring that the university complies with contractual obligations and monitoring contract expiration and renewals.
- Assist with developing and maintaining an inventory of document templates and forms supporting the procurement functions of the university.
- Help ensure all university procurements comply with university policies, all relevant trade agreements, and legislation.
- With guidance from the Coordinator, Procurement and Contract Services or designate, provide advice and guidance to the entire university community on various procurement related functions, including vendor selection, pricing negotiation, and procurement best practices.
- Stay abreast of changes in procurement best practices.
- Assist with any special projects undertaken by the Procurement and Contract Services team and perform any other duties required to support the team in all their endeavours.

Duties and responsibilities

Organize by key responsibility area and include % of time spent where possible.

Student Placement Agreements – 30%

- Receives requests from various undergraduate and graduate faculties for student practicums throughout Canada and ensures requests contain all pertinent information. Determines whether there is an existing agreement with the host organization. When required, prepares new practicum agreements using established templates. Reviews external practicum agreements as needed, flagging specified terms and identifying potential issues for the Coordinator's review. Through discussions with the Coordinator, facilitates the resolution of any issues concerning the university's standard contract or external agreements. Ensures all agreements follow the university's policy and legislative requirements, including the Freedom of Information and Protection of Privacy (FOIPP) Act, Health Information Act, Worker's Compensation Board (WCB) and liability issues, seeking the input of the appropriate faculty concerning matters relating to the administration of the practicum.
- Redirects student questions and inquiries as appropriate.

- Obtains the appropriate Release and Indemnity Agreements, as required, in provinces where WCB coverage is not provided. Addresses questions and resolves issues as needed.
- Works closely and develops good relationships with the faculties to ensure the smooth administration of practicum agreements. Identifies any issues or opportunities to improve the procedures and processes between Procurement and Contract Services and the faculties. Provides advice and guidance to the faculties on the most effective administration of practicum agreements.
- Ensures that appropriate insurance certificates are obtained from the university's insurance provider and that these are renewed as required. Liaises with personnel at these agencies as needed

Contracts for Service, including Instructional Services – 15%

- Process specific contracts for service requests, creating POs and issuing contracts from established templates as required. Facilitates the signing of Instructional Services Master Agreements and ensures that fully signed agreements are properly filed. Determines if a valid Instructional Services Master Agreement is in place and issues a PO for the requested services if a contract exists or issues a new agreement if no existing agreement exists.
- Works with the client faculties to understand their instructional services needs, keeping them informed of the status of their Instructional Services Master Agreements. Assists client facilities in resolving issues with the instructional services providers, demonstrating sound judgement in referring complex issues to the Coordinator, Procurement and Contract Services or others as required.
- Working closely with other team members and with members of client faculties ensures the timely processing of instructional service requests. Follows up with suppliers as required.

Course Material Ordering Processing – 15%

- Processes course material procurement requests, creates POs and issues them to suppliers. Follows up on orders as required. Works with the Coordinator, Procurement and Contract Services and other team members to identify and resolve issues related to course material ordering. Demonstrates subject matter expertise in procurement, ensuring that procurements deliver the best value for the university.
- Works with the Learning Resources team to understand their procurement needs, guiding sourcing required course materials. Establishes good relationships with course material suppliers as needed. Demonstrates sound judgment in referring complex issues to the Coordinator, Procurement and Contract Services or others as required. Assists Learning Resources with supplier selection and performance monitoring.
- Working closely with other team members and members of Learning Resources ensures the timely ordering of required course materials. Focuses on standard orders, demonstrating sound judgment in referring orders with issues such as out-of-print books, shipment issues, and returns to other team members as appropriate.
- Assists customers in resolving any requisition and procurement issues and keeps customers informed about requisition and PO statuses.

P-Card Administrative Support – 15%

- Assists the Coordinator, Procurement and Contract Services or designate in administrating the university's PCard program as required. Assists in training PCard holders on using the university's PCard reconciliation system, Chrome River. Participates and sometimes contributes to training sessions instructing PCard holders on properly using the Chrome River system.
- Working with the Coordinator, Procurement and Contract Services or designate, reviews reconciliation reports submitted by PCard holders to ensure that PCard purchases are correctly coded and approved in the university's financial systems. Ensures all reconciliation reports are complete and contain the required documentation, such as receipts and other supporting documents.
- Works with PCard holders across the university to resolve issues with the PCard reconciliation process, such as missing receipts. Refers complex or non-standard problems to the Coordinator, Procurement and Contract Services or designate.

Vendor Management – 15%

- Working with other team members assists with processing vendor maintenance requests, including adding vendors to the university's master vendor list and modifying existing vendors. Ensures that all vendor management requests are valid and independently verifies the accuracy of the information, including the vendor's full legal name, address, and other data points. Responds to all vendor requests promptly so as not to delay ordering goods and services or the payment of invoices.

Other – 10%

- Contributes to the success of the Procurement and Contract Services team's operational plan. Works with the Coordinator, Procurement and Contract Services, and other team members to recommend team objectives and goals, contributing to their fulfillment.
- Assists the Coordinator, Procurement and Contract Services, in providing training and orientation to AU staff regarding contract processing. Trains AU staff in the Athabasca University Contract Tracking System (AUCTS), providing ongoing support to staff as needed. Assists in the development of associated materials and presentations.
- Attends and contributes to unit staff meetings and, when asked, represents the unit in internal university meetings. Undertakes research, special projects and other duties as assigned.
- Administers unit and department group e-mail aliases, adding and deleting members as necessary.
- Assists with developing and maintaining an inventory of document templates and forms supporting the procurement functions of the university. With direction from the Coordinator, Procurement and Contract Services or designate, updates templates and forms as needed.
- Assists the Coordinator, Procurement and Contract Services with general office duties, special projects and tasks as assigned.

- Accepts mentoring and guidance from other team members in procurement best practices.
- Provides coverage and support to other team members when they are unavailable due to vacation, illness, or other short-term leave.
- Ensures that all required procurement documentation, such as POs, emails, contracts, and others, are filed adequately according to university standards.
- Assists the team with other special projects or duties as required to ensure the smooth operation of procurement functions.

Occupational health and safety

Employees:

Responsible to participate in the AU OHS program as required.

Supervisors:

Responsible for awareness of one's OHS Responsibilities as an AU employee and supervisor, for participating in the AU OHS Program as required, and for ensuring the participation of employees in the AU OHS Program as required.

See: <https://ohs-pubstore.labour.alberta.ca/li008>

Classification factors

Communication

Communicates with most levels of AU staff (including senior management), students, and external individuals and agencies such as contractors and physicians, and contacts representatives of health authorities and facilities, seeking guidance from the Coordinator, Procurement and Contract Services as required. The primary purpose of the communication is to facilitate contract development, provide AU policy guidelines, and facilitate the resolution of issues. Provides appropriate advice and guidance on procurement topics to enable other departments to achieve their procurement goals. Helps raise awareness in all university areas to ensure that they understand proper procurement procedures. Engages with client departments to understand their business requirements. The Contract Administrator must create and maintain a positive and professional image when communicating with staff and external parties and undertake work with high professionalism. Tact and diplomacy are necessary.

Supervision

The Procurement and Contracts Administrator does not supervise any other staff members. Contributes to team discussions on procurement practices and provides advice and motivation in achieving superior service excellence within the Procurement and Contract Services team.

Impacts of Service of Product

The Procurement and Contracts Administrator completes requests that support the university's ongoing business, both by fulfilling everyday business needs and by supporting complex procurements that form parts of the university's strategic goals. They ensure reasonable due diligence is applied to procurement activities, referring issues to the Coordinator, Procurement and Contract Services as appropriate. The Procurement and Contracts Administrator's work involves many different or complex processes. Performs work using somewhat complex or diversified policies or procedures. Uses a variety of equipment, computer hardware and software programs. Accuracy is critical as contracts legally bind the university, and the Procurement Administrator represents the university when contacting external parties. Initiates and signs internal and external correspondence. Maintains confidential information, such as contracts, POs, tenders, and financial information, in strict confidence and ensures accurate audit records exist where required.

Independence of Action

The Procurement and Contracts Administrator works independently when fulfilling client requests following established procedures and templates. Deals with various complex legal, legislative and risk management matters. Authorized to issue POs and contracts to external suppliers on behalf of the university. Ensures proper internal controls are in place, such as the approval of the appropriate expenditure authority. Identifies issues and makes preliminary assessments of the potential risks and liabilities for discussion with the Coordinator, Procurement and Contract Services. Can identify and articulate potential problems and concerns. Seeks assistance and guidance from other team members and the Coordinator, Procurement and Contract Services on complex issues. Demonstrates sound judgement in determining when such assistance is required. Workload volumes vary throughout the year but are very high at certain times. Customers have high expectations, and the Procurement and Contracts Administrator must be able to constantly prioritize work and quickly issue contracts to meet service standards.

Complexity

To effectively identify issues, assist with contract negotiation, and implement solutions, the Procurement and Contracts Administrator must:

- Have a rudimentary knowledge and understanding of contract law and language (including intellectual property, copyright, tax, corporate), legislation (e.g. FOIPP, Health Information Acts, WCB, agreements on free trade), and risk management (e.g. due diligence, liability and other insurance requirements).
- Be cognizant of the various inter-provincial, inter-jurisdictional and international legal and legislative requirements and
- Be familiar with AU collective agreements regarding contracting out and contractor/employee relationships. Must be familiar with legislation and issues surrounding employee versus independent contractor status.
- Be familiar with AU administrative processes and relevant policies such as the Purchasing Policy, Conflict of Interest Policy, and Delegation of Signing Authority Policy.

Many contracts pose unique challenges that must be considered in relation to user departments' varying needs and requirements.

Planning

The Procurement and Contracts Administrator must demonstrate excellent prioritization skills as the workload is high at certain times. A tolerance of disruptions and an ability to manage time and set priorities to workloads is required. Continual process improvement is critical to meet continually changing procedures and new legal and legislative requirements. Participates and contributes to team planning exercises.

Keeps informed of current trends and developments in an ever-changing environment so that the procurement needs of the university are fulfilled and that the university receives the best value through the procurement of the most appropriate goods and services at competitive rates.

Signatures for section I

Incumbent signature		Date Select a date.
Supervisor signature		Date Select a date.

Section II: Qualifications

Qualifications

Includes education, experience, skills, abilities, and any other special qualifications required. The qualifications relate to the position not the incumbent.

The Procurement Administrator requires a broad knowledge of procurement functions and purchasing techniques. Experience and understanding of contract law and language are preferred. General computer skills, including familiarity with the Microsoft Office Suite, are required. The detailed educational and experience requirements are below. However, an equivalent combination of experience may be considered.

Education: The position requires a minimum grade twelve education. A two-year diploma or certificate (e.g. in Accounting, Business, or Paralegal) and related experience or a Supply Chain Management Professional (SCMP) designation is an asset.

Experience: Two years of procurement experience at a comparable level is required. Experience in a post secondary environment is preferred. The Contract Administrator is required to have an excellent knowledge of Microsoft Office and other associated programs within the contracts office (i.e. Adobe, AUCTS)

Skills and abilities:

- Professionalism – Possesses high ethical standards and an honest, open, and consistent approach to working with peers, employees, and external stakeholders. Maintenance of confidentiality at all times is essential
- Emotional Intelligence – Possesses the ability to recognize and understand the feelings, moods and emotions of the self and others, especially within the university's diverse workforce, and to manage emotions with social skills in one's interaction with others to build relationships and move others towards the university's goals.
- Decision-making – Recognizes priorities and changing approaches, especially during volatility, uncertainty, complexity and ambiguity. Shows common sense and intuitive judgment. Able to make, implement and act upon operational decisions as well as inspire decision-making by others.
- Communication – Exhibits strong written, verbal and presentation skills and is an active listener. Builds trust through demonstrated objectivity and consistency.
- Attention to Detail – This position requires high accuracy in all tasks. Contracts are legally binding documents and must be drafted accurately.

Signatures for sections I and II

Department Head signature		Date Select a date.
Executive Officer signature		Date Select a date.
Human Resources review		Date Select a date.