HUB Specialist

Job Code 00001033

General Description
Responsible for planning, implementing and monitoring the HUB program in accordance with state requirements to encourage participation in the provision of goods and services to the University.

Examples of Duties
Develop, prepare and conduct training for University staff.
Coordinate HUB training activities.
Conduct outreach programs and training with HUB vendors.
Coordinate HUB vendor presentations.
Facilitate verification process.
Maintain liaison with contacts to market the HUB program.
Maintain records of outreach activities.
Attend trade shows and meeting to identify potential suppliers, represent HUB interests and provide information about the University HUB program.

Knowledge, Skills, and Abilities
Knowledge of: uniform commercial code (UCC); law of contracts; contract rights and remedies; freight terms; preparing procurement solicitation specifications and contract/order administration; state purchasing laws; competitive bid rules; state preference rules; quality improvement work process analysis and process mapping theories and techniques; methods of manufacture and industry trade practices.

Skill in: procurement solicitation specifications; purchase order terms and conditions; contract clauses; purchasing rules and regulations, purchasing policies and procedures, and purchasing guidelines; credit agreement terms and conditions and general accounting and financial principals.

Ability to: interpret and apply complex legal and technical information; prepare written reports, correspondence, policies and guidelines; calculate figures using intermediate math; mediate disputes among employees; establish rapport with user department; recognize and address illegal or unethical business practices or situations; develop mathematical formulas to compile and analyze data; exercise discretion in handling confidential information.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.
Other Requirements