



Job Vacancy Announcement
Purchasing Assistant

POSITION TITLE: Purchasing Assistant

JVA#: 2026-27

DEPARTMENT Purchasing

POSITION SUMMARY: The Purchasing Assistant performs clerical and administrative duties related to the procurement of goods and services, as well as mail, printing, and receiving functions for the University. This position supports a range of tasks, from routine to moderately complex, including requisitioning supplies, obtaining bids, and preparing and reconciling purchase orders and invoices. The role helps ensure the accuracy, reliability, and efficiency of purchasing processes and services. Work is closely supervised and primarily involves routine or clearly defined tasks completed according to established procedures and specific instructions. Independent decision-making is limited to applying standard practices.

POSITION CLASSIFICATION/COMPENSATION: This position is Nonclassified, Full-time, carries a Non-Exempt status under the Fair Labor Standards Act, and serves at the will and pleasure of the President. Actual compensation will be commensurate with specific qualifications and experience related to the position. Position is dependent upon available state and/or grant funding.

CORE RESPONSIBILITIES:

- Prepare and process contracts and purchase orders for goods and services; verify accuracy and distribute to appropriate state agencies and vendors.
- Enter receiving information into the online inventory control system.
- Maintain and monitor the computerized inventory system; review outstanding orders, prepare reports, and follow up as needed.
- Research product availability, vendors, pricing, and specifications to support purchasing decisions.
- Coordinate institutional printing services with the assistance of student workers, including duplexing, cutting, folding, and binding; schedule and prioritize projects to meet deadlines.
- Tag equipment (or supervise tagging), manually track inventory and assets, update records, and enter equipment data into the computerized inventory system; assist with periodic physical inventory audits.

- Process incoming and outgoing mail with the assistance of student workers; pick up and deliver mail to the U.S. Post Office and University departments.
- Support PCARD (procurement card) processes as needed.
- Maintain the University Purchasing database and utilize software applications such as Word, Oasis, and Excel.
- Monitor and maintain appropriate levels of expendable supplies, including paper, printing materials, office supplies, and postal supplies.
- Assist in supervising and training student workers.
- Support Accounts Payable and Accounting in fiscal year-end closing activities related to procurement.
- Perform other related duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS: An Associate’s Degree and a valid driver’s license are required. The position requires strong office management skills, knowledge of purchasing procedures, and a basic understanding of postal operations. Candidates must have data entry experience, including familiarity with BANNER, and be proficient in Microsoft Office applications such as Excel, Word, Access, and PowerPoint. Experience with WVFIMS, general office procedures, fixed assets management, and printing/document production is also required. The ability to lift and carry boxes weighing 40–50 pounds is necessary. The ideal candidate will be self-motivated, able to work with limited direct supervision, capable of following directions, and able to work effectively in a team environment.

THE UNIVERSITY: Bluefield State University, a historically Black Institution, is dedicated to preparing students for meaningful careers, informed citizenship, and active community service in an ever-changing global society. We provide affordable and accessible pathways to higher education through certificate, associate, bachelor’s, and master’s degree programs. **BSU welcomes all qualified candidates to apply.** For more information about the University, please visit www.bluefieldstate.edu.

APPLICATION PROCEDURE: Completed applications are to be submitted in electronic format only to humanresources@bluefieldstate.edu and must include:

1. Letter of interest specific to the position;
2. A completed BSU Employment Application (form available at <https://www.bluefieldstate.edu/resources/human-resources/jobs>);
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

Please **do not** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents. **Also, Bluefield State University does not provide H1B visa or employment sponsorship**

DATE POSTED: April 23, 2026

CLOSING DATE: For full consideration, applications must be received by 4:00 pm EST, May 8, 2026. Applications will be accepted until the position is filled; however, applications received after the deadline may not receive full consideration.

Bluefield State University is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The university complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State University does not provide an H1B visa or employment sponsorship.