



The Research Foundation for SUNY invites applications for a full time Purchasing Associate in the Sponsored Programs Office. The Sponsored Programs Office is a fast-paced, high volume environment providing services for projects and grants administered through the Research Foundation for SUNY at SUNY Oneonta.

This position reports to the Director of Sponsored Programs. **Duties include but are not limited to:** coordination and processing of all accounts payable, purchasing, travel, property control, and general grant activity and office functions for the Sponsored Programs Office.

Required Qualifications:

Bachelor's Degree. Minimum two years' office experience. Strong analytical skills. Proficiency with Microsoft Office products. Effective written communication skills.

Preferred Qualifications:

Experience working in large, complex organization. Prior accounts payable/purchasing experience. Experience working with and serving diverse populations. Experience working with grant awards.

Application Instructions:

To apply for this position, you must submit a letter of interest, resume and contact information for three professional references. All applications must be made online at the link below on Interview Exchange.

<http://spo.interviewexchange.com/candapply.jsp?JOBID=90874>

The Research Foundation for SUNY Oneonta values a diverse college community. The Research Foundation for SUNY is an Equal Opportunity Employer/Females/Disabled/Protected Veteran employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, age, national origin, disability, marital status, veteran status, or sexual orientation or any other characteristics protected under applicable law.