

The University of Connecticut
Associate Director of Capital Projects and Contract Administration

The University of Connecticut seeks to hire an Associate Director of Capital Projects and Contract Administration reporting to the Director of Procurement Services. The successful candidate will oversee and evaluate sourcing of goods and services for the University's capital construction program and facility maintenance needs; collaborate with internal customers and stakeholders to define the scope, business approach, and business terms for various procurement events; develop supporting procurement documents; manage the selection processes; collaborate with the Procurement Services Contracting Department to draft and negotiate contracts; and work with University project owners to support resultant contracts.

For complete job description and required qualifications, please see posting at <http://www.cPCA.uconn.edu/>.

Interested candidates must submit a letter of application, resume and contact information for three (3) professional references. Please apply on-line using the University's Husky Hire system at: <http://jobs.uconn.edu>. **Please reference Job ID 2015393**. Screening will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.