

Senior Graphic Designer

Xavier University is seeking a talented Senior Graphic Designer to design and execute primary marketing materials. Projects include large revenue-generating materials such as undergraduate and graduate recruitment packages, premium event packages and marketing campaigns.

Responsibilities include, but are not limited to: acting as client contact on specific projects; following standards for University branding and making recommendations for improvement; managing all aspects of production for designated projects; supporting inter-office projects and production needs; and supporting art director with supervision of internal and external designers. This is a principal design position at the University and reports to the Director of Creative Services. The salary range is mid-to-high forties.

Qualifications: bachelor's degree in graphic design; minimum of six years professional design experience; excellent design and communications skills; ability to communicate effectively and work with diverse constituents; fluency in Macintosh programs including InDesign, Photoshop and Illustrator; and knowledge of all aspects of the printing process. Web design knowledge is a plus.

To ensure consideration, deadline for application is Friday, May 29, 2009. Interested/qualified applicants must submit a resume, cover letter, names and phone numbers of three professional references and three samples to: Ms. Connie Perme, Xavier University, Human Resources, 3800 Victory Parkway, Cincinnati, OH 45207-7000 or email hr@xu.edu.

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SENIOR BUYER

Xavier University invites applications for qualified candidates for the position of Senior Buyer. This position reports to the Director of Administrative Services and is responsible for procuring a wide variety of supplies, equipment, and services consistent with generally accepted supply management practices and specified levels of quality, delivery, price and total cost of ownership and providing reporting and analytical support for the Purchasing Department.

Responsibilities include, but are not limited to: develop requests for proposals and for quotations; evaluate supplier proposals for equipment, services and supplies; negotiate price, terms and conditions; issue purchase orders and contracts within limits of delegated authority; collaborate with University departments to assess departmental needs and plan acquisition of supplies, equipment and services; collaborate with University departments to standardize equipment and supplies; implement procurement and supply management systems and applications and develop modifications to improve applications; implement new procedures as appropriate; perform market research in order to determine supplier qualifications and obtain information regarding specifications for goods and services; keep informed of new technology and services in areas of responsibility; serve as purchasing information systems resource to staff; provide technical assistance and implement staff training programs in areas of

responsibility; monitor and review completed tasks; ensure that deadlines are met and that any necessary corrections are made; provide leadership for quality management and quality improvement initiatives; participate in professional development activities; and supervise Purchasing Specialist. Perform other duties as requested.

Qualifications include: bachelor degree in supply management or other business discipline; a minimum of four years experience of increased responsibilities in procurement or supply management; working knowledge and proficiency with purchasing and supply management systems and software, including experience in e-procurement applications; experience with successfully implementing procurement and supply management information systems integrating e-procurement; advanced skills in Microsoft Office applications, specifically Excel spreadsheets; effective written and oral communication skills; and ability to communicate effectively and work with individuals from diverse backgrounds.

Preferred qualifications: preference will be given to candidates with a CPM or CPIM; experience with SunGard Banner financial application and/or SciQuest Higher Markets E-procurement.

To ensure consideration, deadline for application is Friday May 29, 2009. Interested/qualified applicants must submit a cover letter, resume, and names and phone numbers of three professional references to: Ms. Connie Perme, Xavier University, Human Resources, 3800 Victory Parkway, Cincinnati, Ohio 45207-7000 or email hr@xavier.edu..

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PROPERTY CONTROL SPECIALIST

Xavier University invites applications for the position of Property Control Specialist. This position reports to the Director of Environmental Health and Safety & Supply Management. This position is responsible for tracking assets and maintaining fixed asset inventory records as well as performing other supply management tasks including inventory control, stock keeping, shipping and receiving.

Responsibilities include, but are not limited to: perform procedures to properly document the acquisition, custody and disposal of fixed assets; conduct periodic physical inventory of fixed assets and submit required reports; plan inventory and warehousing for widely used and critical supplies; assist with shipping and receiving and maintain appropriate documentation; assist with distribution of merchandise and supplies to campus locations; participate in continuous quality improvement processes in order to provide a high level of customer service; serve as an informational resource to University staff; and provide training programs with areas of responsibility. Perform other duties as requested.

Qualifications: high school diploma or equivalent; minimum of three years experience with property management services, inventory planning, warehouse operations , and shipping and receiving; experience with computerized inventory control or property management systems; strong skills in Microsoft Office applications, specifically Excel

spreadsheets; effective oral and written communication skills; and ability to communicate effectively and work with individuals from diverse backgrounds.

Preferred qualifications: associate degree in business or supply chain management and knowledge of hazardous material handling procedures.

To ensure consideration, deadline for application is Friday, May 29, 2009. Interested/qualified applicants must submit a cover letter, resume, and names and phone numbers of three professional references to: Ms. Connie Perme, Xavier University, Human Resources, 3800 Victory Parkway, Cincinnati, OH 45207-7000 or email hr@xavier.edu.