



UNIVERSITY
OF
LOUISIANA
L a f a y e t t e

STAFF VACANCY

Position: Procurement Technical Assistance Counselor
Lafayette, Louisiana
EEO No. RD 36-07

Qualifications: Minimum requirement - Bachelor's Degree
Experience in or knowledge of federal contracting

Duties:

- Provide technical assistance to Louisiana companies seeking to do business with Department of Defense, other federal agencies, state and local government
- Work in assigned territory to assess business needs
- Assemble resources and solve and implement solutions as it relates to government contracting issues
- Serve as instructor for federal, state and local contracting/procurement conferences and seminars
- Travel is required

Qualifications:

- Working knowledge of public and private contracting, knowledge of all phases of contracting from pre-award through post award issues.
- Knowledge of Federal Acquisition Regulation (FAR) and military and federal specifications and corresponding nomenclature
- Knowledge of state and local bid laws
- Must be proficient in Windows based computer environment
- Minimum of 3 years of business experience with focus on public and private contracting
- Bachelors degree with 2 years of experience in the field

Funding:

- The position is funded through the U.S. Department of Defense/University of Louisiana at Lafayette under Cooperative Agreement #SP4800-04-2-0387 P00005

Salary:

- Commensurate with Experience and qualifications

Applications: For consideration, resumes must be submitted by 4:30 PM on May 21, 2008 and should be directed to:

Sherrie B. Mullins, Program Director
LA PTAC
PO Box 44172
Lafayette, LA 70504-4172