



WAYLAND<sup>®</sup>  
BAPTIST UNIVERSITY

**DIRECTOR OF PROCUREMENT**



# ABOUT WAYLAND BAPTIST UNIVERSITY

**Established in 1908 by pioneering physician Dr. James Henry Wayland, Wayland Baptist University is a private four-year institution** dedicated to providing an innovative education informed by a Christian worldview. Its commitment to a transformative environment of faith and learning is affirmed in its Mission - to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success and service to God and humankind – and Core Values, which include:

- a commitment to student learning
- Christian distinctiveness and Baptist heritage
- integrity, diversity, trust and respect
- excellence, innovation and adaptability
- service to its communities
- personal, professional and spiritual development
- stewardship of its resources
- planning and accountability
- environmental responsibility



Wayland's home campus is located on the High Plains of West Texas in Plainview, with extension campuses operating in Lubbock, Amarillo, Wichita Falls and San Antonio, Texas; Phoenix and Sierra Vista, Arizona; Anchorage and Fairbanks, Alaska; and Mililani, Hawaii. It is the fourth-largest Southern Baptist university in the United States, and the oldest institution of higher education in continuous existence on the High Plains of Texas.

Approximately 1,100 students are enrolled at Wayland's 80-acre Plainview campus, with nearly 4,000 total enrollees among all campuses. Students can choose from more than 65 programs of study at the bachelor's, master's and doctoral levels among eight academic schools: School of Behavioral and Social Sciences; School of Business; School of Christian Studies; Don A. Williams School of Education; School of Humanities and Leadership; Kenneth L. Mattox School of Mathematics & Sciences; School of Nursing and School of Creative Arts. The University also offers full degree programs online, as well as pre-professional programs.

As a leading Christian university, Wayland Baptist offers an education where faith and learning intersect. Teaching from

a biblical worldview, Wayland faculty and staff are professing Christians committed to providing a positive, safe environment where students can be challenged and grow in their faith. The student-faculty ratio is 18:1.

**Dr. Donna Hedgepath became the first female president in Wayland history** on July 1, 2024. Dr. Hedgepath, who most recently served as Provost and Vice President of Academic Affairs at Campbellsville University in Campbellsville, Kentucky, has an outstanding list of credentials including leading the development of 23 new undergraduate and graduate degree programs, three new academic minor programs and nine trade certification programs at her alma mater.



She also supervised 10 external campus locations, ranging from rural areas to Los Angeles, California, plus an international location in Canada, and has experience supervising a nursing school.

**As a Christian university, spiritual growth is at the core of the Wayland experience.** There are a number of on-campus groups where students can experience faith and strengthen their relationship with God. The Office of Spiritual Life is devoted to revealing the glory of God and His kingdom (proclamation, evangelism, worship); enjoying and embodying the love of Christ (character, lifestyle, outreach, service); and nurturing missional living

(calling, gifts, leadership, reconciliation) in students, staff and faculty.

Numerous other special groups, student organizations and performance ensembles enrich the student life experience as well.

Athletically, Wayland competes in the NAIA Division I as a member of the Sooner Athletic Conference and the Central States Football League. It offers 19 intercollegiate teams for men and women; is the first Texas university to offer men's and women's wrestling; and has experienced unparalleled success in track and boasts a Naismith Memorial Basketball Hall of Fame enshrined women's basketball team. Intramural athletics are also available to students.

**Wayland Baptist University was named a Military Friendly® School** for the 2022-23 academic year due to its commitment to meeting the needs of military and veteran students. It is affiliated with the Baptist General Convention of Texas; accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award degrees at the associates, baccalaureate and master's levels; and accredited by the Texas Education Agency for teacher certification and veteran's training.



For more information visit [wbu.edu](https://wbu.edu)



# ABOUT THE POSITION

Wayland Baptist University invites applications and nominations for the **position of Director of Procurement** beginning **in February or March of 2025**.

**The Director of Procurement provides leadership and guidance for all matters related to procuring goods and services from vendors.** Reporting directly to the Vice President of Finance and Administration and Chief Financial Officer, the Director of Procurement plays a pivotal role in shaping the strategic vision and leadership for the University's procurement functions. The Director of Procurement ensures cost effective and efficient handling of all acquisitions and contracting needs, oversees the employees responsible for purchasing, accounts payable, and credit card functions, and cultivates positive vendor relationships to achieve the best value for Wayland's non-compensation expenditures.



## SPECIFIC FUNCTIONS AND RESPONSIBILITIES

- Collaborate with the University community to establish, communicate, implement, and monitor procurement policies and procedures
- Implement and support automated procurement software that includes:
  - + Requisition, purchase order, encumbrance and invoicing capabilities
  - + Electronic workflows with both predefined and ad hoc routing rules
  - + Access to preferred vendor shopping sites to create requisitions
  - + Vendor setup and maintenance
  - + Automated disbursements
- Cultivate positive vendor relationships, negotiate preferred pricing agreements, and monitor compliance with preferred vendor directives
- Coordinate bidding activities when policies require a bidding process, assist in the preparation and evaluation of complex solicitations and contracts, including negotiations with suppliers, and approve high-dollar purchases and negotiate contract terms in accordance with applicable policies
- Contact appropriate vendors to obtain price quotes, availability, methods of procurement, and related data to complete purchase requests, interview vendors



regarding purchases and bids, evaluate prices, products, services, and sources, and develop product and equipment standards

- Maintain the Purchasing and Contracts website and maintain and update procurement and contract documents as necessary
- Conduct trainings on Procurement Rules for faculty and staff as needed
- Supervise employees responsible for purchasing, accounts payable and procurement card functions

- Evaluate the work performance of assigned personnel, hourly and student workers and assign daily work tasks in order to facilitate completion of projects

- Review, update and monitor procurement card policies and processes for issuing cards and cardholder agreements and transaction documentation, manager approvals, and consequences of noncompliance while exploring automating the processes and/or engaging other procurement card providers

- Provide input on revisions and/or updates of existing policies and formulation of new policies as may be required by changes in laws, regulations or policy

- Collaborate with colleagues responsible for upkeep of the University's physical assets (property, plant, and equipment) to spend resources as strategically as possible.

- Performs other duties as assigned





## QUALIFICATIONS

### Education

- Bachelor's Degree in Business or closely related field with focus on operations, systems and processes
- Master's Degree preferred

### Experience and Knowledge

- Minimum of four years' experience and demonstrated success in a similar position, including
  - + Implementing, supporting and using advanced procurement software
  - + Supervising employees of various levels
  - + Drafting, communicating, and implementing efficient and effective procurement policies and procedures
  - + Analyzing spending by commodity and vendor and implementing strategic sourcing practices (i.e., preferred pricing and vendor agreements, vendor rebates, favorable payment terms and others)
  - + Coordinating bidding activities
- Demonstrate knowledge and experience using an Enterprise Resource Planning (ERP) system for procurement operations
- Experience at a private institution of higher education is preferred but not required

### Skills and Abilities

- Strong attention to detail
- Problem solving abilities
- Exhibit initiative, perseverance and great judgement
- Demonstrate the highest standards of conduct, appearance and attitude
- Possess excellent verbal and written communication skills
- Have strong computer skills, including expertise in Excel, Word, data analysis and systems operations
- Ability to work independently with minimum supervision, supervise and delegate appropriately, and take the initiative in assuming and completing tasks with the appropriate direction and advice from immediate supervisor
- Be honest, reliable, collegial and accurate
- Ability to maintain confidentiality and exercise sound, ethical judgment and discretion
- Must have a commitment to Christian higher education in general and the purpose and philosophy of higher education as promoted by the Baptist General Convention of Texas and Wayland Baptist University







## ABOUT PLAINVIEW, TEXAS

Wayland's home **campus is located in Plainview, Texas**, a small, tight-knit community of about 23,000 located on the High Plains of West Texas on the southern edge of the Texas Panhandle.

Plainview's long, rich history began when it was settled by pioneers in the early 19th century. Agriculture has been the backbone of its economy, which today has grown and diversified to include manufacturing, healthcare and education, as well as a thriving business community. The presence of Wayland Baptist University provides college-town influences, adding to the town's cultural scene.

Living in Plainview **offers a peaceful, friendly living experience, combining the caring spirit and low cost of living of a small town with the thriving industrial base of a larger city.**

The town hosts various community events and festivals that celebrate Plainview's agricultural heritage and community spirit. A vibrant Main Street and Historic Business District offer shopping, entertainment, art galleries and museums. Picturesque natural surroundings, including area lakes and state parks, provide endless outdoor recreational activities such as fishing, hunting and hiking.

Plainview is located at the intersection of several highways and served by Lubbock Preston Smith International Airport (41 miles). It is within close proximity of numerous larger cities including Lubbock, Texas (47 miles); Amarillo, Texas (76 miles); Oklahoma City, OK (255 miles); Fort Worth, Texas (269 miles); and Arlington, Texas (281 miles).



For more information, visit:  
[www.plainviewtx.org](http://www.plainviewtx.org)





**To apply for this position, visit:**

[highereducationleadershipsearch.com/candidate-portal-form](https://highereducationleadershipsearch.com/candidate-portal-form)

**To nominate someone for this position, e-mail:**

[nominations@highereducationleadershipsearch.com](mailto:nominations@highereducationleadershipsearch.com)

**Geralyn Franklin, Ph.D.** and **Steven Erwin, Ed.D.**

will be assisting Wayland Baptist University with the search. If you have questions or would like to have a confidential conversation about the position, call 256-239-2305 or e-mail [geralynf@highereducationleadershipsearch.com](mailto:geralynf@highereducationleadershipsearch.com) or [serwin@highereducationleadershipsearch.com](mailto:serwin@highereducationleadershipsearch.com)

**Wayland Baptist University** does not unlawfully discriminate in employment opportunities or practices on the basis of race, color, sex, national or ethnic origin, age, disability, or genetic information.

**Candidates for this position will be considered through January 10, 2025.**



## HIGHER EDUCATION LEADERSHIP SEARCH

[www.highereducationleadershipsearch.com](https://www.highereducationleadershipsearch.com)

