



## Vendor Management Analyst (ITS) Job Description

### JOB INFORMATION

Job Code:	167761
Job Title:	Vendor Management Analyst (ITS)
FLSA Status:	Exempt
Supervisory:	
Job Family:	Purchasing/Procurement
Job Family Group:	Accounting, Finance and Banking
Management Level:	7 Individual Contributor

### JOB SUMMARY

Coordinates sourcing, contracting, and onboarding of vendors, and consolidates and standardizes hardware, software, and service contract renewals. Collaborates on all aspects of the IT vendor portfolio (e.g., administrative, financial and operational impacts). Interacts with product vendors and a broad group of ITS and campus procurement stakeholders to oversee IT software and hardware asset management. Demonstrates ITS values in action.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study	
X		Bachelor's degree		
	X	Bachelor's degree	Business Administration	Or
	X	Bachelor's degree	Finance	Or
	X	Bachelor's degree	in related field(s)	

#### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

#### Work Experience

Req	Pref	Work Experience	Experience Level	
X		2 years		
	X	4 years		

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience identifying cost-saving opportunities by consolidation of hardware/software renewals, software licensing, and maintenance contracts and services.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Firm understanding of vendor management and invoice processing, procurement, requisition.
X		Experience coordinating maintenance of assets, and intake processes and controls, alongside management and key customer stakeholders.
X		Extensive experience developing high-performing teams, providing mentorship and stewardship to encourage career development and growth.
X		Exceptional organizational skills, balancing necessary resources.
X		Experience planning, scheduling, and managing budgets, prioritizing between immediate needs and long-term objectives.
X		Advanced proficiency with Microsoft Excel, Word, PowerPoint, SharePoint, and other relevant Office applications.
X		Excellent written and oral communication skills, able to manage diverse cross functional teams, and work with and guide managers, and technical and non-technical staff.
X		Exemplary interpersonal skills, regularly developing positive working relationships and strong rapport with team members and various stakeholders.
	X	Experience in IT, IT asset management, sourcing/purchasing, higher education, and/or other relevant fields.

## Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		Contract Management or ITIL certification.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Collaborates with ITS and university stakeholders on IT asset management (e.g., software, hardware). Identifies cost-saving opportunities through analysis of consolidated hardware/software renewals, software licensing, and maintenance contracts and services. Negotiates with vendors to obtain identified savings.				
Coordinates with management and key customer stakeholders to ensure proper intake and maintenance of assets within catalog. Establishes policies and procedures for the acquisition, documentation, deployment, usage, and retirement of hardware/software in accordance with IT asset management strategy.				
Processes requisitions and invoices from technology vendors while continuously improving invoice management processes, strengthening controls, maximizing system resources, and improving efficiency and productivity. Manages payable functions (e.g., vendor master agreements), ensuring adherence to university guidelines for accounts payable policies, processes and procedures.				
Coordinates with campus business partners to aggregate contract performance data and partners with vendors to obtain contractual remedies. Identifies and analyzes compliance validations, operational oversight, and overall vendor spending. Develops remediation plans and facilitates vendor transitions as required. Facilitates innovation and continuous improvement of existing and future processes by leveraging reporting insights.				
Actively embodies ITS values and behaviors (e.g., accountability, customer service). Contributes to a culture of trust and transparency by sharing information broadly, openly, and deliberately. Supports the vision for the Enterprise Project Management Office. Works closely with team members, peers, and ITS leaders to implement and support vendor management solutions. Supports process improvement efforts within the team and across ITS.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects

**Other Requirements**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_

Print Employee Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Print Manager Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.