AUBURN
Human Resources

Strategic Sourcing Analyst I

Job Description

JOB INFORMATION

Job Code	ED20A
Job Description Title	Strategic Sourcing Analyst I
Pay Grade	FO07
Range Minimum	$44,460
33rd %	$53,360
Range Midpoint	$57,800
67th %	$62,250
Range Maximum	$71,140
Exemption Status	Exempt
Approved Date:	11/13/2025 11:01:46 AM

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Procurement & Payment Services

JOB SUMMARY

Responsible for conducting sourcing analysis to support the development and execution of Auburn University procurement strategies. The role will involve evaluating supplier proposals, analyzing cost data, supporting the negotiation of contracts, and developing internal and external stakeholder relationships. In addition, the analyst will be responsible for maintaining supplier performance metrics and conducting spend analysis.

RESPONSIBILITIES

- Analyzes purchasing patterns to identify new opportunities for preferred vendor contracts.
- Develops, builds, and maintains strong internal stakeholder relationships through face-to-face quarterly reviews to discuss issues, opportunities, areas for improvement, etc.
- Assists in the development, evaluation, and presentation of various information, including cost-benefit analysis, to AU stakeholders.
- Receives requests, considers purchasing options, prepares purchase orders, reviews requisitions, and places orders for goods and services on behalf of campus stakeholders. Ensures accuracy in all documentation and processes and ensures compliance with applicable AU policies and procedures.
- Fosters and manages relationships between AU and vendors/suppliers and coordinates vendor exhibits held on campus, including assisting with the annual PBS Vendor Show. Conducts quarterly business reviews with vendors/suppliers.
- Reviews/approves contracts and conducts monthly price and comparison audits for existing contracts. Negotiates the pricing, terms, and conditions of agreements.
- Provides guidance to campus constituents regarding applicable University spending guidelines
- Develop competitive bids according to Alabama State Bid Laws and presides at formal sealed bid openings.
- Assists departments in standardizing materials and supplies, discussing requirements, specifications, etc. with department heads, and verifying specifications.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No specific discipline	and	0 years of	experience in procurement-related services and analysis	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking				X		
Sitting					X	
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.