



RIDGEWATER

COLLEGE

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Ridgewater College Posting
A Minnesota State College

Buyer 2

Full-Time, Unlimited MAPE Vacancy Notice

Posting Date: 09/21/2026

This position serves as backup for bank receipting and daily reconciliation. This position is the Point of Contact for Workday purchasing and contracts primarily for Ridgewater College. Responsibilities include determining when contracts are required, which contract should be used, gathering information and contract preparation, reviewing purchase requests and obtaining additional information, ensuring purchasing and contract procedures are followed. This position also has sole responsibility to ensure that the College's fixed asset inventory practices comply with Minnesota State policy.

Classification: Purchasing Specialist

Campus: Willmar

Bargaining Unit: MAPE, 214

Employment Condition: Full Time, Unlimited

Classified Status: Classified

Work Schedule: Monday – Friday, 8:00AM-4:30PM

Work Area: Business Office

Wage: \$26.89- \$39.22 /hourly ::: \$56,146 -\$81,891/annually

PCN: 00760900

Job Summary

Under limited supervision/procedural control, this position is responsible for the purchasing activities of the College in compliance with State laws and policy and procedures adopted by Ridgewater College and Minnesota State in a manner to maximize economical purchasing of equipment, supplies, materials and services used by departments and programs on both Ridgewater Campuses. This position also serves as backup for bank receipting and daily reconciliation.

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WILLMAR CAMPUS

2101 15th Ave NW

Willmar, MN 56201

320-222-5200 | 1-800-722-1151

FAX 320-222-5212

HUTCHINSON CAMPUS

2 Century Ave SE

Hutchinson, MN 55350

320-234-8500 | 1-800-722-1151

FAX 320-234-8512

www.ridgewater.edu

A member of Minnesota State.
Ridgewater College is an affirmative action, equal opportunity employer and educator.
This document is available in alternative formats to individuals with disabilities upon request.

This position also has sole responsibility to ensure that the College's fixed asset inventory practices comply with Minnesota State policy.

Principle Responsibilities include:

1. Purchasing

Plan, develop and implement the most effective method of procurement to ensure suitability of supplies and equipment in relation to price, quality and specifications to meet the needs of all College personnel according to College, State and Minnesota State policies and procedures. Provide training and direction to all staff to ensure that the College's purchasing policies, procedures and guidelines are being followed.

2. Contracts

Work closely with College personnel to identify the appropriate use of non-personnel College contracts and to create and maintain those contracts. Coordinates with employees of Ridgewater College to collect a variety of data required to develop contracts.

3. Fixed Asset Inventory Management

Direct and manage all College fixed asset activities and processes. Record all fixed asset additions and disposals in Workday and update/edit files in accordance with Ridgewater College policy, procedure and guidelines. Schedule the physical fixed asset inventory review for a third of all College departments on a three-year cycle. Upon receipt of completed inventory log, complete a visual verification of selected inventory items. Make the appropriate notes on the inventory logs, sign and date. Complete annual review of fixed asset inventory for all assets valued in excess of \$10,000.

4. Serve As a Back-up For Bank Receipting and Daily Reconciliation

Receipt student tuition, third-party funding, resale deposits, parking fees, bookstore revenue, customized training open enrollment course fees and other miscellaneous payments when needed. Deposit cash received into the Loomis virtual vault and deposit check payments into the college bank account using the Bremer Bank check scanner when needed.

5. Other Duties As Assigned

Perform other duties as identified and assigned by the Director of Business Services to ensure the smooth functioning of the department and maintain the reputation of the organization as a viable business partner.

Minimum Qualifications *(required skills to enter the job; must be identified on application materials)*

- Two (2) or more years of relevant work experience. An associates degree in a related field can substitute as 6 months of experience.
- Highly developed communication skills to establish and maintain effective working relationships with vendors, college faculty and staff, Minnesota State System Office staff, MMB / SWIFT staff.
- Strong computer experience with programs such as Microsoft Office; specifically excel and word.
- Ability to maintain records and multi-task while supervising routine administrative and clerical work.
- Ability to prepare specifications and to evaluate goods and substitutes for price quality.
- Interpersonal/human relations skills sufficient to establish effective working relationships with managers, staff and vendors.
- Knowledge of inventory control methods.

Preferred Qualifications *(desired but not required)*

- Bachelor's degree in business or related field.
- Knowledge of systems such as SWIFT and the Minnesota State purchasing and accounting system i.e. ISRS
- Knowledge of state statutes and Minnesota State policies and procedures.
- Knowledge of contract law and its general application. 1 + years contracting experience

How to Apply

Apply online at:

https://minnstate.wd115.myworkdayjobs.com/Minnesota_State_Careers/job/RIDG---Willmar-Campus/Buyer-2---Purchasing-Specialist_JR0000005804

Online application deadline for preferred review is 11:59PM on October 6, 2026.

Applications Must Include:

- Resume
- Cover Letter

Why Work For Us

GREAT BENEFITS PACKAGE! Minnesota State offers a comprehensive benefits package including:

- 11 paid holidays each year
- Medical Insurance (Single Coverage \$48.94 per month and Family Coverage is \$333.91 per month)
- Dental Insurance (low deductibles; single coverage \$14.50 per month and family coverage is \$61.86 per month)
- Paid Parental Leave (six weeks)
- Employer paid life insurance
- Short and Long Term Disability
- Pre-tax Flexible Spending Accounts (Medical and Dependent Care)
- Retirement Plan
- Tax-deferred Compensation
- Generous vacation and sick leave

Additional Requirements

In accordance with the Minnesota State Colleges & Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to MnSCU's vehicle use criteria and consent to a Motor Vehicle Records check.

Other Information

Employment information for this position can be found in its collective bargaining agreement or its plan document at <http://mn.gov/mmb/employee-relations/labor-relations/Labor/>.

Contact

If you have questions about the position, contact Felicia Telecky at felicia.telecky@ridgewater.edu or 320-234-8534.

Institution Information

MISSION: Ridgewater College empowers diverse learners to reach their full potential and enrich their lives through personalized and relevant education in an accessible, supportive, and inclusive environment.

VISION: Ridgewater College is a student-centered educational leader focused on innovation, excellence and affordability.

GUIDING PRINCIPLES:

- Enterprising - We are future-focused, and change-oriented, developing creative solutions to challenges that maximize our institutional, system and local resources.
- Empowerment – We develop and empower employees to make decisions to best serve students and stakeholders.

- Excellence – We strive to exceed expectations in all that we do.
- Diversity, Equity, and Inclusion – We seek to understand and appreciate the needs and experiences of every individual and actively work to provide genuine opportunities for everyone to succeed and participate in college activities and processes.
- Trust and Respect – We are committed to developing a culture based in processes and behavior that create trust and respect among all stakeholders.
- Collaboration – We connect and work together to achieve common goals while respecting needs and interests of stakeholders.
- Curiosity and Creativity – We constantly strive to understand, learn, change, and improve.
- Accountability – As individuals and groups, we willingly accept and take ownership of our successes and failures.

Equal Employment Opportunity

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

Reasonable accommodations will be made to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email careers.mmb@state.mn.us. Please indicate what assistance is needed.