

General Position Qualifications: Contract Specialist

As an entry level **Contract Specialist at TSA**, you will be responsible for the acquisition of supplies and services of importance to the agency. This includes responsibilities in the areas of solicitation, negotiation, award, and administration of purchase orders and contracts. Additional duties may include developing and implementing acquisition strategies, as well as price/cost analysis and a wide variety of other procurement activities. You will also be responsible for providing technical advice and guidance, and interpretation of federal contracting rules and regulation.

The general position qualifications for the Contract Specialist position through the Career Resident Program are outlined below. To be eligible for the Contract Specialist position, you must be able to demonstrate in your application how you meet these general qualifications.

Basic Requirements (must meet A or B):

A. Successful completion of a full 4-year course of study in any field leading to a bachelor's degree in an accredited college or university;

OR

B. Successful completion of coursework, in an accredited college or university which included at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.