

Class Code:.....0760
Position # (PSA).....
Developed by:.....SG
Reviewed by:..... AN
Approved by:..... LK
Date:.....11/04; 1/11

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Office of Campus Planning and Design
DIVISION: Administration
REPORTS TO: Director of Campus Planning and Design
GRADE: 7
SUPERVISES: May supervise the work of support staff and student(s) assistant(s)

BASIC FUNCTION:

Assist the Director of Campus Planning and Design and the University Planner in the day-to-day administrative and operational functions of the Office of Campus Planning and Design.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop and manage the Office of Campus Planning and Design's operational systems, including office procurement and office management.

Provide administrative support including the following: arrange and schedule meetings; make travel arrangements; develop and maintain office files.

Coordinate development of Office of Campus Planning and Design website, maintain and update content on a regular basis. Develop procedures to regularly update the Office of Capital Projects, Facility Services, and other offices. Coordinate with the University's Advancement Office on communication efforts as needed.

Assist with preparation of space program data, project budgets and other costs estimates, the University's annual Capital Improvements Projects submission, and other reports as needed.

Assist with preparation of Requests for Proposals for Architectural and Engineering Services as well as processing of responses; work with University and State Purchasing Offices.

Oversee financial administration of the office budget, procurement and accounting paperwork related to office purchases, consultant contracts, and other financial matters.

Handle information of a sensitive and confidential manner; prepare and process routine and complex correspondence.

Serve as facilitator for incoming requests, such as coordinating with administrators, faculty, staff and the external community.

Perform research, develop plans/procedures and prepare routine and special reports as directed.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as designated by the Director of Campus Planning & Design and the University Planner.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, spreadsheet, web page, database and scheduling software, fax and copying machines.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; three years' experience in an administrative support position that includes work in facilities planning, design, and/or construction; demonstrated proficiency in computing, including database management, spreadsheet, word processing, web page and scheduling software, and programs utilizing PC and web-based platforms; excellent interpersonal skills; strong mathematical, analytical and problem-solving skills; ability to communicate effectively orally and in writing; ability to coordinate complex management tasks; excellent time management and organizational skills; ability to interpret and integrate institutional policies, rules and regulations into office operations.

PREFERRED: Work experience in an architectural or engineering office; work experience in a higher education setting; knowledge of LEED building program; knowledge of construction document formats and standards; experience with accessing information from PeopleSoft or a similar institutional accounting system.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.