



Position Title: Part-Time Assistant to Campus Facilities Planner

Job Code: 8349

Reports To: Campus Facilities Planner

Grade: CT

FLSA: Non-Exempt

Job Description:

The Part-Time Assistant to the Campus Facilities Planner provides support to Campus Planner during the coordination and administration of projects that involve remodeling and/or renovation of existing areas on campus. This position requires the exercise of some independent judgment in the performance of duties.

Duties & Responsibilities:

- Assisting in facilities planning and project administration
- Assisting in coordinating project priority list development
- Assisting in facilitating preparation of educational specifications
- Assisting in planning the remodeling and/or renovation of existing areas
- Assisting in coordinating capital outlay project execution and personnel moves
- Assisting in the purchasing of new furniture and maintenance of the inventory of existing of furniture
- Assisting in identifying facility safety-to-life problems
- Assisting in preparing required State Department of Education documents and related materials required by external agencies that have funded capital outlay projects
- Assisting in maintaining the Campus' capital outlay priority lists, project lists. Status reports, and space utilization and inventory reports
- Performs other related duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Associate of Arts degree from an accredited institution with major coursework in facilities planning or a related field.
- Minimum two (2) years of responsible administrative experience in construction or facilities planning or related field.
- Must have a valid State of Florida driver's license, and successfully pass a background check
- Knowledge of computer programs, having the ability to utilize those programs in the completion of the responsibilities of the position
- Excellent oral and written communication skills
- Ability to plan and coordinate large special events
- Ability to create and maintain complex records and prepare periodic reports from those records
- Ability to coordinate multiple projects simultaneously
- Ability to develop and maintain working relationships with faculty, staff, students and the community
- Ability to engage in self-initiated problem-solving activities
- Ability to interpret written material such as safety rules/regulations and procedural

manuals

- Must be flexible and adaptable to workplace procedures and to the ever-changing technology

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name