ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Project Manager/Space Planner

DEPARTMENT: Facilities Management, Rose Hill

RESPONSIBILITIES:
- Regularly meet with academic and administrative groups to verify their current use of space, discuss their facility needs and/or concerns both in terms of space work flows, comfort and convenience in the near term and future
- Maintain color-coded floor plans that show the occupancy of a particular space, floor and building summarizing such use per department or other form of organizational grouping – “current use of space plans”
- Capture into specific projects any modifications to space in the short term
- Modify current use of space plans to depict various scenarios showing future space use alternatives that accommodate future needs
- Oversee the project shaping (concept) process for short term needs space projects, including: scopes of work, sketches, user requirements, estimates, facility impact statements, etc. “concept work product”
- Obtain a decision on the concept work product of either rejected, on hold for future consideration or approved
- As directed with an approved project, develop project through the next stages of design: preliminary, design development and construction documents or properly transfer the concept work project to another project manager in CPP
- Stay current on facility design and occupancy trends in higher education
- Develop and maintain relationships with interior design and architecture firms. Recommend firms for bidding solicitation.
- Research and recommend and eventually manage a cloud based space management program to replace the current one CPP is using, Space Man by PlanData.

QUALIFICATIONS:
- High School Diploma Required. Bachelor’s Degree preferred but not required.
- Five Years of related space planning and/or facility project experience required.
- At least five (5) years of experience in management experience in facility construction, renovation, or design preferred.
- Computer literacy required.
- Strong communication skills required.

STARTING DATE: 8.1.19

FLSA CATEGORY: Exempt

SALARY: Commensurate with experience.

SEND LETTER & RESUME: Jennifer Vidal, jvidal3@fordham.edu

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