ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Project Manager

DEPARTMENT: Capital Programs and Planning

RESPONSIBILITIES:
- Manage alteration, renovation, and construction projects as assigned.
- Administer construction contracts with construction managers, general contractors and trade contractors as assigned.
- Administer design contracts with architects and engineers.
- Monitor project cost, budget and delivery schedules.
- Assist the Director in the management of the yearly capital improvement plan.

QUALIFICATIONS:
- High School Diploma or GED required.
- Four-Year College Degree in Engineering, Architecture or related degree or coursework part of a four-year degree program preferred.
- 1-3 years’ relevant prior experience preferred.
- Willingness to learn Capital Programs and Planning project and budgetary management systems.
- Willingness to pursue various educational opportunities to broaden their knowledge of facility management.
- Familiarity with major facilities project equipment such as chillers, boilers, fans, pumps, cooling towers, electrical systems, and related building support infrastructure systems.
- Effective communicator in both written and verbal forms.
- Strong ability to organize work flows on various themes.
- Proficient in Microsoft Office.
- At ease with approaching new projects and initiatives in an energetic and creative manner.
- Good sense of office decorum and partnering with departmental colleagues on shared assignments.
- Ability to convert facility-planning metrics into graphics for effective communication with faculty and staff.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: jvidal3@fordham.edu

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