ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE: Facility Project Planner

DEPARTMENT: Capital Programs and Planning, Rose Hill

- Create, maintain and update floor occupancy “block and stack” plans.
- Prepare space related presentations for staff.
- Evaluate and assess the re-purposing of space to suit requested changes.
- Assist staff in developing user requirements.
- Assist Director on project scope, design and budget development.
- Implement assigned projects.
- Create and manage project files and related building and systems information.
- Assist Director in the management of the yearly capital improvement plan.

QUALIFICATIONS:
- High School Diploma or GED required. Relevant prior experience preferred. Bachelor’s Degree in Engineering, Architecture or related degree or coursework or credits towards degree program preferred.
- Effective communicator in both written and verbal forms.
- Strong ability to organize work flows on various themes.
- Assist Director in establishing preliminary project timelines and schedules.
- Proficient in Adobe InDesign, Illustrator, Vectorworks and 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.

WORK EXPERIENCE:
Entry Level - This position requires no prior experience but as an entry level position the candidate must be willing to learn Capital Programs and Planning project and budgetary management systems including Facilities current system – e-BUILDER.
Developmental – Candidate should also be willing to pursue various educational opportunities to broaden their knowledge of facility planning and interior design.

ADDITIONAL COMMENTS:
The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel in this classification.

SALARY: Commensurate with experience

START DATE: 1/02/18

Send letter and resume: Jennifer Vidal
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