Coordinator, Housing Facilities Services

Job Code 50023174

General Description
Responsible for the coordination of various projects for the housing facilities services unit related to facility furnishings and equipment, contract management, and emergency management and planning.

Examples of Duties
Oversee the facility inspections for condition, quantity, and location of furnishings & equipment. Coordinate removal and delivery of facility furnishings and equipment. Manage landscape contract and coordinate services with selected vendors. Manage make-ready service contracts for university apartments. Coordinate inspection of staff apartments at move-out and make ready process for new staff members. Assist with management of department key control processes and equipment. Assist with training for staff regarding housing facilities processes and expectations. Coordinate departmental emergency management and planning activities. Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: University policies and procedures; faculty and staff rules and regulations; emergency prevention, response, and recovery strategies; purchasing and invoicing guidelines.

Skill in: Preparing clear, concise, and grammatically correct reports, letters, and other materials; establishing rapport with a variety of external and internal stakeholders; inventory management and tracking; public speaking.

Ability to: Read and interpret manuals and understand university policy and procedures; perform basic math; delegate responsibilities to others; explain policy and procedures. Coordinate several events at a time.

Educational Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements