UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Campus Planning and Design (CP&D)

DIVISION: Administration

REPORTS TO: Director of Campus Planning and Design

GRADE: 7

SUPERVISES: May supervise the work of support staff and student assistant(s)

BASIC FUNCTION:

Assist the Director of Campus Planning and Design and the Assistant Director in the day-to-day administrative and operational functions of the Office of Campus Planning and Design; coordinate special projects, assist with preparation of URI's Capital Improvements Program plan; manage CP&D's university and public relations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop and manage the Office of Campus Planning and Design’s operational systems, including office management and procurements.

Provide CP&D administrative support as needed, such as the following: assisting with personnel actions; arranging meetings; making office travel arrangements; developing and maintaining office procedures and files; maintaining the professional resource library; arranging for maintenance of computers, software, phones and electronic communication equipment.

Oversee financial administration of the office budget, procurement and accounting paperwork related to office purchases, payroll reporting, CP&D project management and other consulting contracts, initiating college requisitions for A/E contracts, and other financial matters.

Coordinate development of Office of Campus Planning and Design website, maintain and update content on a regular basis. Develop procedures to regularly update other departments within the Business Services Division regarding ongoing projects and office activities. Prepare university and public relations materials and coordinate with the University’s Advancement Office as needed.
Provide the Sustainability Officer with general administrative support, including arrangements for student employees.

Assist with the collection of space program data, project budgets, and costs estimates for the University’s annual Capital Improvements Projects submission. Assist with coordinating the plan with University colleges and divisions, and preparing presentations and other reports as needed.

Assist with preparation of Requests for Proposals for Architectural and Engineering Services as well as processing of responses; assist with the preparation and editing of consulting services contracts; work with University and State Purchasing Offices to facilitate award of A/E contracts.

For ongoing active capital projects in planning and design, develop office procedures and systems for tracking project data and schedules. Oversee the CP&D project managers' maintenance of the electronic and paper filing system for active projects. Track milestone dates and prepare summary reports for projects, including the status of project contracts, University and R.I. agency approvals, and project budgets.

Assist with special CP&D projects related to public art, sustainability, transportation, economic development, and other initiatives. As directed, coordinate CP&D's projects with the R.I. State Council on the Arts, the R.I. Department of Transportation, R.I. State Planning Office, State Energy Office, the Town of South Kingstown, and other governmental groups.

Assist with CP&D small projects by gathering field information and record documents, preparing work orders for URI Facilities Services, obtaining vendor proposals, and other pre-construction activities.

Assist with the identification and applications for facilities-related grants and external funding opportunities. Coordinate the distribution of project presentation materials to University Advancement as requested.

Handle information of a sensitive and confidential manner; prepare and process routine and complex correspondence.

Serve as facilitator for CP&D responses to project information requests, and coordinate with administrators, faculty, staff and the external community as needed.

Perform research, develop plans/procedures and prepare routine and special reports as directed.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform additional duties as designated by the Director and Assistant Director of Campus Planning & Design.
LICENSES, TOOLS AND EQUIPMENT:
Personal computers and printers; word processing, spreadsheet, web page, database and scheduling software, fax and copying machines.

ENVIRONMENTAL CONDITIONS:
This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:
REQUIRED: Bachelor’s degree; three years’ experience in an administrative position that includes work in facilities planning, design, and/or construction management; demonstrated proficiency in computing, including database management, spreadsheet, word processing, web page and scheduling software, and programs utilizing PC and web-based platforms; demonstrated excellent interpersonal skills; demonstrated strong mathematical, analytical and problem-solving skills; demonstrated ability to communicate effectively orally and in writing; demonstrated strong interpersonal skills and ability to work with a diverse population; demonstrated ability to organize, coordinate and supervise support staff and student workers; demonstrated ability to coordinate complex management tasks; demonstrated excellent time management and organizational skills; demonstrated ability to interpret and integrate institutional policies, rules and regulations into office operations.

PREFERRED: Demonstrated work experience in an architectural or engineering office; demonstrated work experience in a higher education setting; demonstrated knowledge of LEED building program(s); demonstrated knowledge of construction document formats and standards; demonstrated experience with accessing information from PeopleSoft or a similar institutional accounting system.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.