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Developed by:.....JP
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Approved by:..... LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Planning & Real Estate Development
DIVISION: Administration and Finance
REPORTS TO: Director, Planning & Real Estate Development
GRADE: 9
SUPERVISES: May supervise the work of support staff and student assistant(s)

BASIC FUNCTION:

Assist the Director of Planning & Real Estate Development in providing administrative, operational and financial support to the Director, all Campus Design staff, and for the Office of Space Allocation & Analysis. Assist with coordinating all administrative and operational functions related to the Advanced Planning process for all proposed and approved major capital projects of the University. Provide project administration support to the Director and staff. Assist with preparation of URI's Capital Improvements Program Plan. Coordinate special projects for the Director and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate and facilitate various activities required during the Advanced Planning process of major capital projects, including arranging and participating in meetings; making travel arrangements; developing and maintaining project files and resource library.

Research and compile information for use in impact statements and analyses, presentations, meetings and decision making.

Assist with developing and facilitating of project request forms and maintain office work plans for submittal to the Vice President, Administration and Finance.

Assist in all aspects of project administration and coordination as needed, including assisting with developing and designing project work scope, project schedules budgets, tracking milestones and funding sources. Provide assistance and coordination and communication with client customers to identify and define project requirements, scope and objectives. Assist in communicating with customers to ensure that clients' needs are met as project progresses.

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 the CP&D 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 administrative support for CP&D Small Project Manager and University Landscape Architect.

Provide administrative support for Director of Planning & Real Estate Development.

Coordinate CP&D conference room, audio visuals, materials, etc. for every department (Osher Lifelong Learning Institute, Facilities, Project managers, etc.)

Represent both Directors at CP&D meetings, as needed. Represent CP&D at meetings of SEDA & MPRT.

Coordinate workshops, campus tours and conferences (Pre-Bio Conference for SME Women Businesses, Foundation, Beautification Fund, etc.)

Provide the Sustainability Officer with general administrative support, including arrangements for student employees.

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.

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:

Coordinate and manage all assigned special projects.

Represent the Director, Associate Director, and/or Assistant Director at various meetings and to internal/external staff, as needed.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; fax machines, database and scheduling software, scanners, spreadsheet and word processing. Valid driver's license.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in Business Administration or related field; Minimum of five years of progressively responsible administrative experience in a complex professional setting; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated proficiency in computing, including database management, spreadsheet, word processing, web page and scheduling software, and programs utilizing PC and web-based platforms; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations and communicate that interpretation to others; Demonstrated experience in preparing and presenting reports; Demonstrated strong mathematical, analytical and problem-solving skills; Demonstrated experience with technical writing and editing; Demonstrated excellent time management and organizational skills (including ability to coordinate, prioritize and manage multiple activities simultaneously); Demonstrated customer service skills; and, Demonstrated ability to work with a diverse groups/population.

PREFERRED: Demonstrated work experience in construction management, facilities planning, design, architectural and/or engineering office; Demonstrated administrative experience in a higher education setting; Demonstrated administrative experience in a real estate setting; Demonstrated knowledge of architectural and construction document formats and standards; and, Demonstrated working knowledge of university and state procurement regulations and guidelines.

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