



Job Specification

Job Title: Facilities Coordinator, Aderhold Learning Center
BCAT Code: 505X AX
Pay Grade: G12

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

Job Description

Functions as the building operations manager, ensuring the management and availability of resources required in supporting events, activities, and programs central to the mission of the facility.

Job Duties/Responsibilities

- Coordinates materials and resources required to host events, activities, and programs.
- Inspects and monitors progress of building maintenance work orders and equipment.
- Inspects and monitors facility for safety hazards and implements solutions.
- Serves as liaison between facility users and its residents.
- Tracks, monitors, and inspects renovation projects of facility.
- Monitors and tracks budget required for materials and resources required in events, activities, and program planning and implementation.
- Provides support for the President's Office during special events and activities.
- Ensures the regular comfort and cleanliness of facility for its users and residents.
- Orders and stocks necessary supplies and equipment required in hosting events, activities, and programs.
- Performs other facility coordination duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of facilities management and event coordination practices.
- Knowledge of computer operation and software (spreadsheets, word processors, presentations, and databases).
- Ability to multi-task, pay attention to detail, lift 25 pounds, and exhibit excellent customer service.
- Effective time management and organizational skills.
- Ability to communicate effectively verbally and in writing.

Minimum Hiring Standards

Bachelor's degree and one year of related experience, or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.