



Job Specification

Job Title: Facilities Coordinator, Student Center
BCAT Code: 505X AZ
Pay Grade: G13

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

Job Duties/Responsibilities

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 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 related 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 two years 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.