Job Title: Facilities Coordinator, Aderhold Learning Center

BCAT Code: 09TX12  Effective Date: April 1, 2007
Pay Grade: G12    FLSA Status: Non-Exempt  Revision Date: July 1, 2013

Job Description
Acts as the building operations manager in management functions, such as supporting events, activities, and programs, and ensures the availability and provision of resources important for the mission of the facility.

Job Duties/Responsibilities
- Coordinates materials and resources required to host events, activities, and programs.
- Inspects and monitors the progress of building maintenance work orders and equipment.
- Inspects and monitors the facility for safety hazards, and implements solutions.
- Serves as liaison between the facility users and residents.
- Tracks, monitors, and inspects the renovation projects of the facility.
- Monitors and tracks the budget for materials and resources for events, activities, the program planning and implementation.
- Provides support for the President’s Office during special events and activities.
- Secures the cleanliness of the facility and ensures a regular level of comfort for facility users and residents.
- Orders and stocks supplies and equipment required for 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 operations and software, such as spreadsheets, word processing, presentations, and databases.
- Effective time management and organizational skills.
- Ability to multi-task, pay attention to detail, lift 25 pounds, and exhibit excellent customer service.
- 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 related 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.

Office of Human Resources
Classification Section