Job Title: Facilities Coordinator, Student Center

BCAT Code: 09TX13  Effective Date: April 1, 2007
Pay Grade: G13  FLSA Status: Non-Exempt  Revision Date: July 1, 2013

Job Duties/Responsibilities
Acts as the building operations manager in 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 renovation projects of the facility.
- Monitors and tracks the budget for materials and resources required for events, activities, and 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 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 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 two years 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.