JOB DESCRIPTION

TITLE
Coordinator, Space Management

JOB SUMMARY
Serves as coordinator of space management and project investigator in the development of space efficiency maneuvers. Use established control methods, procedures, and systems used to increase overall effectiveness of facility and space utilization and management. Maintain an inventory of University building and space data using space management software and other methods as appropriate. Assists Coordinator, Property Control with campus inventories, reconciliation of state property and accounting records in Oracle to meet SPA requirements and related reports and documentation management of receivables, inventory and surplus as required. Assists the Assistant Director, Resource Planning & Assets in ensuring maximum utilization of physical space resources for both academic and administrative units by facilitating location and relocation activities as necessary. Manages approved access and system updates for University storage facilities. Work is performed under the supervision of the Assistant Director, Resource Planning & Assets and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Assistant Director, Resource Planning & Assets
Supervises: All or partial Resource Planning & Assets staff, as needed during absence of Assistant Director, Resource Planning & Assets

ESSENTIAL DUTIES - May include, but not limited to the following:

- Uses documented control methods, procedures, and systems used to increase overall effectiveness of facility and space utilization and management.
- Maintains an accurate inventory of University building and space data using space management software and other methods as appropriate.
• Assists with campus inventories, reconciliation of state property and accounting records in Oracle to meet SPA requirements and related reports and documentation management of receivables, inventory and surplus as required.
• Assists with the physical inventory of property; verifies and reconciles findings.
• Assists with coordination, organization and/or announcement of surplus transfers, sales and disposal. Provide necessary documentation to required agencies as appropriate and assigned.
• Assists the Assistant Director, Resource Planning & Assets in ensuring maximum utilization of physical space resources for both academic and administrative units by facilitating location and relocation activities as necessary.
• Participates in the planning of projects involving space use changes and analyzes impact of new construction and renovation on space planning to assist in the management, planning, coordination and recording of space change initiatives.
• Provides support to the Space Utilization Advisory Committee (SUAC), under the supervision of the Assistant Director, Resource Planning & Assets.
• Monitors and conducts periodic evaluations or surveys of facilities, processes and data to assure accuracy and continuity utilizing appropriate methodologies.
• Analyzes potential space use changes through software driven scenario planning.

ADDITIONAL DUTIES

• Manages approved access and system updates for University storage facilities.
• Performs other duties as requested.

EDUCATION

High school diploma or equivalent required. Some college work preferred. Job related vocational training or other education may be substituted on a year-to-year basis for the required experience.

EXPERIENCE

Two years of progressively responsible administrative experience. Additional related education may substitute for some of the required experience on a year-for-year basis.

REQUIREMENT

Valid Texas driver’s license and a safe driving record such as required by the university for Driver’s Authorization. Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.
KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to establish and maintain effective, consistent, and professional relationships with students, faculty, staff, and the public.
- Ability to utilize database management and entry techniques and software, and be able to use and train others to use office equipment effectively.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to pay strict attention to detail and be deadline-oriented.
- Ability to respond to emergency situations in a timely manner.
- Ability to make rapid and accurate calculations.
- Ability to handle details independently and/or organize work efficiently.
- Ability to consistently demonstrate professional telephone and office etiquette.
- Ability to demonstrate strong analytical, interpersonal, writing, and critical thinking skills.
- Ability to read, demonstrate comprehension and work from sketches, blueprints, and specifications, and understand complex designs.
- Knowledge of management methods and ability to provide administrative guidance and provide direct training and supervision as needed.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment. Employee may be required to work outdoors. Exposure to oscillating movements of extremities of whole body. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffold and high places or exposure to chemicals. Ascends and descends ladders. Ascends and descends stairs. Ability to lift up to 30 pounds.
SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: ___________________________  Date: ______________

Employee Printed Name: ___________________________

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.