**CORNELL UNIVERSITY**

Date: \_\_\_\_\_\_\_\_\_\_ 220222022222022\_\_\_\_\_\_\_\_\_\_

**STAFF POSITION DESCRIPTION**

**General Information**

|  |
| --- |
| **Position General Information:** [ ] New Hire/New Position [ ] Update to Current Position |

|  |  |  |  |
| --- | --- | --- | --- |
| Current Incumbent, if any: |   | Position #: |  |
| University Job Title: | Facilities Project Coordinator I | Pay Band: | D |
| Working Title (if different): | Project Coordinator | Exempt: [ ]  | Nonexempt:[x]  |
| Department Name: |  | Dept Code: |  |
|  |  |  |  |
| Immediate Supervisor’s Name:  |  |
| Supervisor’s University Job Title: |  | Pay Band: |  |
| Working Title (if different): |  |

|  |
| --- |
| **Culture of Inclusion and Community Standards**: Skills essential for individual and organizational success. |
| As a university founded to be a place where “…any person can find instruction in any study,” diversity and inclusion are at the core of our values and mission. We strive to be a welcoming, caring, healthy, and equitable community where students, faculty, and staff with different backgrounds, perspectives, abilities, and experiences can learn, innovate, and work in an environment of respect, and feel empowered to engage in any community conversation. As a member of the Cornell University community, it is important to recognize our shared responsibility to each othertocultivate a culture of inclusion for all.  [Cornell Core values](https://www.cornell.edu/about/values.cfm) As an individual contributor you will model and support a culture of diversity, equity, inclusion, and wellbeing and continually seek to understand how your role, behaviors, and actions impact the success of this culture.     While position responsibilities vary greatly, the Skills for Success and Leadership Skills for Success are foundational to what is expected of every employee and leader working at Cornell.  These skills are essential for individual and organizational success. [Staff Skills for Success](https://hr.cornell.edu/professional-development/performance-0/skills-success); [Leadership Skills for Success](https://hr.cornell.edu/professional-development/performance/leadership-skills-success) |

|  |
| --- |
|  **Department Background:** Provide a brief overview of your department/unit.  |
| [OPTIONAL] College/Unit Statement[OPTIONAL] Department Statement[OPTIONAL] Function Statement |

|  |
| --- |
| **Rewards And Benefits**: Highlight the unique benefits offered by Cornell and specifically to the position. |
| Competitive compensation, generous time-off, and great benefits …[More on Cornell Benefits](https://www.hr.cornell.edu/benefits/) |

**Position Summary**

|  |
| --- |
| **Position Summary**: Explain the purpose for the position and summarize the responsibilities to include in job ad. |
| [REQUIRED] While position responsibilities vary, every member of our community is expected to foster a culture of belonging and a psychologically healthy work environment by communicating across differences; being cooperative, collaborative, open, and welcoming; showing respect, compassion, and empathy; engaging and supporting others regardless of background or perspective; speaking up when others are being excluded or treated inappropriately; and supporting work/life integration of oneself and others. [OPTIONAL] Campus Collaboration[OPTIONAL] Success FactorsA Project Coordinator provides a critical role in the execution and administration of Cornell University’s capital construction projects. A Project Coordinator is required to perform and assist with key elements and responsibilities of a project, seeking guidance and direction from their supervisor and from the knowledge and experience of the Project Management team. A Project Coordinator facilitates tasks and activities within all phases of a project, while practicing Cornell’s Skills for Success to support the responsibilities and essential functions of Project Management.Project Coordinators support multiple and often-interdependent project teams and project managers concurrently, with varying scope and phases of development. This position entails a broad range of administrative, project coordination, & communication tasks. This includes but is not limited to: supporting overall office management support; day-to-day communications; supporting and maintaining effective collaborative client relationships at all levels; working in a fast-paced environment, sometimes under pressure; remaining flexible, proactive, resourceful, and efficient with a high level of professionalism and confidentiality. Collaborate with complex and diverse project teams utilizing working knowledge of one or more of the following essential functions of Project Management: * Project Administration & Development
* Procurement & Contract Management
* Design Management
* Construction Management
* Process & Approval Management

A Project Coordinator will work with their supervisor and project teams to prioritize their workload, to meet the administrative needs of the project team and align project schedules. A Project Coordinator will develop and maintain effective working relationships with all project stakeholders including, project managers, customers, University administrators, staff, and faculty, the State University Construction Fund, CCF staff, colleagues, and AE firms and contractors. Project-related activities require the use of proprietary software (eBuilder) implemented by the University. *Ours is a values–based organization where all employees are accountable for supporting the organization’s values of truth, respect, excellence, teamwork, and integrity. Employees are required to attend staff development trainings and participate in the performance evaluation process.* |

|  |
| --- |
| **Required Qualifications:**Specify required minimum equivalency for education, experience, skills, knowledge, etc. **Position Competencies/Skills:**Job related knowledge, skills, abilities, and behaviors that contribute to success.   |
| * Experience in and/or demonstrated commitment to supporting diversity, equity, access, inclusion, and wellbeing.

 **(Pick List Items – REQUIRES a selection of at least one):** * Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.
* Experience incorporating the perspectives of multiple communities, including communities of color.
* Experience working with diversity, equity, inclusion, and wellbeing programs.
* Passionate about working in an organization that values and promotes diversity, equity, inclusion, anti-racism, and wellbeing.
* Ability to serve as an advocate for individuals of all ethnicities, genders, ages, and backgrounds.
* Ability to cultivate and develop inclusive and equitable working relationships with students, faculty, staff, and community members.
* Trade/technical/vocational school degree and up to 2 years relevant experience or equivalent combination of administrative, project coordination and/or construction management experience.
* Experience working in a team environment to accomplish goals, as well as ability to be pro-active and a self-starter.
* Excellent organizational skills and must possess the ability to manage multiple priorities and quickly change direction and re-prioritize.
* Must demonstrate excellent oral and written communication skills with the ability to build and maintain positive interpersonal relationships with internal and external stakeholders and must have effective organizational skills.
* Proficiency in Microsoft Office Suite, including Outlook, Excel, Word, Power Point, and MS Project is required. Ability to gain working knowledge of proprietary project management software (eBuilder), for all Cornell University project-related activities.
* Must have and maintain a valid driver’s license; may be required to operate a motor vehicle (your own vehicle or Cornell-owned) to travel to/from job sites.
 |
| **Preferred Qualifications:** Specify preferred specialized education, field and/or certifications. |
| * Associates degree in business, construction, maintenance or related field
* Experience working in construction, architectural, civil engineering, and/or project management fields, including familiarity with project/contract documentation and submittal processes, preferred.
* Proficiency with electronic project scheduling software.
 |

**Position Responsibilities**

|  |
| --- |
| **Position Responsibilities/Essential Functions:** List the responsibilities and estimate percentage of annual time spent on each responsibility. Include only the essential functions that are fundamental and necessary to the position.  |
| [REQUIRED] List each responsibility and associated percent totaling 100% | Approximate % of time, Annualized |
| **Coordination & Support of the Responsibilities & Essential Functions of Project Management:**PROJECT ADMINISTRATION & DEVELOPMENT:Provides administrative support for project teams to accurately record, communicate and disseminate information in a timely manner. Supports project teams with communication of information and updates relative to project/construction schedules/ general project management.PROCUREMENT & CONTRACT MANAGEMENT:Prepares general requirements (front-end bid documents) and contracts to ensure compliance with University and State requirements. DESIGN MANAGEMENT:Supports and assists project teams with coordination of the selection committee for larger projects. Compiles background information and institutional knowledge for the project team (i.e., drawings, maps, reports, etc.). Administers design reviews, project schedules, coordinates design progress meetings, and supports overall communication for the project. CONSTRUCTION MANAGEMENT:Coordinates and supports project teams with administrative functions regarding architect participation, shop drawing review, response to contractor questions, coordinates RFI, and submittal processes and related activities to ensure adequate communication and coordination with all parties of the project team. Create and distribute project meeting minutes. Assist with punch lists, turnover and closeout. PROCESS & APPROVAL MANAGEMENT: Supports project teams with the preparation of Project Approval Requests (PARs) and supports the coordination of approvals required by CU, SUCF and municipal authorities. Provides support to project teams related to eBuilder administrative tasks associated with project data and reporting expectations including but not limited to updating project details pages, project status updates, project schedules, submittal procedures, and distributing project communications.*Add College/Unit Specific duties:* | % |
| **Administrative Support & eBuilder Training:**Assist the Administrative Manager of Project Administration in creating data bases, templates, checklists or measurements to constantly improve project support for Project Managers, the quality of management services we provide to our partners and the operations of the Project Management group.  Provide quality assurance on project management related documents.Develop expertise within the eBuilder system and collaborate, train and share eBuilder best practices and optimal work methods with the Project Management group, College Units and external eBuilder users.*Add College/Unit Specific duties* |  |
| **Other position-related responsibilities** Participate in projects with occasional work responsibility falling above or below current classification. [OPTIONAL] Other position related responsibilities  | % |

|  |
| --- |
| **Position Leadership/Management Responsibilities:** For positions with responsibilities focused on managing the work of others and developing others. [REQUIRED FOR THOSE THAT SUPERVISE OTHERS] |
| Number of Direct Reports | \_ Exempt | \_ Nonexempt |
| Number of Indirect Reports | \_ Exempt | \_ Nonexempt |
| Number of Student/Temporary  | \_ Exempt | \_ Nonexempt |

**Work Designation**

|  |
| --- |
| **Work Designation:** Assessment of position’s primary setting for performing work. Please select one. |
|[ ]  Fully Onsite | Positions requiring 100% on-site presenceMay be able to occasionally work remotely – business continuity |
|[ ]  Hybrid Remote | Positions with the ability to regularly be performed at least partially remotelyIncludes seasonal hybrid, variable hybrid, and consistent hybrid |
|[ ]  Fully Remote | Positions within/outside of New York State which can be performed 100% remotelyMay be asked to travel to campus periodically |

**Essential Working Conditions** (*after considering reasonable accommodations)*

**Physical (lift/carry/push/pull):** Choose an item.

**Visual:** Choose an item.

**Hazards:** Choose an item.