**CORNELL UNIVERSITY**

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

**STAFF POSITION DESCRIPTION**

**General Information**

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

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| Current Incumbent, if any: |  | | Position #: |  | |
| University Job Title: | Facilities Coordinator Projects II | | Pay Band: | E | |
| Working Title (if different): | Senior Project Coordinator | | Exempt: | Nonexempt: | |
| Department Name: |  | | Dept Code: |  | |
|  |  | |  |  | |
| Immediate Supervisor’s Name: | |  | | | |
| Supervisor’s University Job Title: | |  | Pay Band: | |  |
| Working Title (if different): | |  | | | |

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| **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) |

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

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| **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**

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| **Position Summary**: Explain the purpose for the position and summarize the responsibilities to include in job ad. |
| 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 Factors  A Senior Project Coordinator provides a critical role in the execution of Cornell University’s capital construction projects. A Senior Project Coordinator is required to perform key elements and responsibilities of a project seeking guidance and counsel from Associate Project Managers, Project Managers, and Senior Project Managers to facilitate decisions within all phases of a project, while utilizing the Skills for Success to support the delivery and completion of the responsibilities and essential functions of Project Management.  Senior Project Coordinators provide support to multiple and often-interdependent project teams and project managers concurrently with varying scope and phases of development for projects. Manage a portfolio of small often-interdependent projects concurrently with varying scope and phases of development. Collaborate with complex and diverse project teams utilizing working knowledge of one or more of the essential functions of Project Management outlined below.  The Responsibilities and Essential Functions of a Senior Project Coordinator are outlined by the essential functions of Project Management:   * Project Administration & Development * Procurement & Contract Management * Design Management * Construction Management * Process & Approval Management   A Senior Project Coordinator will be required to prioritize their workload to meet the needs of the project team and align project schedules. The position requires the aptitude and judgment to propose and interpret procedures and policies and adapt execution to individual project circumstances and/or to enhance efficiencies. A Senior 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.* |

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| **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. * Associates degree or Trade/technical/vocational school degree and 2 to 4 years’ experience in business, construction, maintenance or related field, and/or the equivalent combination of education and experience. * Demonstrated project coordination and/or construction management experience encompassing Project Planning & Development, Procurement and Contract Management, Design Management, Construction Management and Closeout. Proven ability to drive projects to a successful conclusion in a collaborative and politically sensitive manner. * Demonstrated experience with sound judgement, pro-actively manage projects, anticipate issues, and minimize impacts on quality, budget, schedule, or campus/college/unit/department. * Must demonstrate excellent oral and written communication skills, ability to accurately record, communicate and disseminate information in a timely manner. 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. |
| * Experience working in construction, architectural, civil engineering, and/or project management fields, including familiarity with project/contract documentation and submittal processes, preferred. Substantial experience with construction industry administrative processes. * Proficiency with electronic project scheduling software. * Working knowledge of NYS Building Codes, ADA, other building industry regulations and standards. * A valid OSHA-10 card and other construction safety requirements desired. CMAA Construction Manager Certification or Project Management Institute (PMI) Project Management Professional (PMP) Certification. |

**Position Responsibilities**

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| **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 |
| **Project Administration & Development:**  Consults Director of Project Management for guidance and strategic thinking surrounding various projects.  Prepare meeting agendas for assigned projects, provide meeting minutes for project owner’s meetings and distribute as appropriate.  Provides project updates to Cornell community outlining day-to-day activities and impacts on Campus Operations.  Manage small projects independently and determine project priorities; assist with and coordinate space moves involving surge and swing spaces as well as furniture, AV and signage.  Provide project updates to project teams with communication of information and updates relative to project/construction schedules/ general project management and related financial status via written reports, email messages and verbal communications to many stakeholders.  Manage a portfolio of small often-interdependent projects concurrently with varying scope and phases of development for projects.  *Add College/Unit Specific duties:* | % |
| **Procurement & Contract Management:**  Participate with Project Managers and project teams in the selection process for consultant, pre-construction and contractor selection as appropriate.  Participate with Project Managers and project teams with the management of design contract, construction contract (all contracts associated with projects) and holds contractors accountable to provisions of the contract, and to project budget and schedule.  Prepares general requirements (front-end bid documents) and contracts to ensure compliance with University and State requirements.  *Add College/Unit Specific duties:* | % |
| **Design Management:**  Coordinates and leads the Request for Proposal (RFP) process for selection of architect/engineering firms. Consults with the Director of PM to strategize and negotiate fees for small projects, works with Project manager on coordination of the selection committee for larger projects, and projects associated with large portfolios.  Assist Associate Project Managers and Project Managers with campus stakeholders and others to ensure that designs are compliant with University Design and Construction Standards, SUCF standards, and NYS building codes.  Leads/Coordinates interdisciplinary design reviews for constructability and compliance with University and State standards and International Building Code.  Compiles background information and institutional knowledge for the project team (i.e., drawings, maps, reports, etc.).  *Add College/Unit Specific duties:* |  |
| **Construction Management:**  Observers and monitors field conditions/progress of work against project design, and schedule.  Partner with Project teams, Project Managers, and Associate Project Managers with construction phase activities and reviews, coordinate potential change orders requests within appropriate parameters.  Partners with Project Teams, Project Managers, and Associate Project Managers with architect participation in construction phase activities including shop drawing review, response to contractor questions, works with architects and engineers to resolve design conflicts, coordinates RFI and submittal processes and related activities to ensure adequate communication and coordination with all parties of the project team.  Provide project updates to the Cornell Community outlining day-to-day construction activities and impacts on Campus operations.  Works with the Project team, Project Managers, and Associate Project Managers with the punch list and project turnover.  *Add College/Unit Specific duties:* |  |
| **Process & Approval Management:**  Work with Project Teams, Project Managers, and Associate Project Managers and proactively and without guidance prepare Project Approval Requests (PARs) and the coordination of all aspects of approvals required by CU, SUCF and municipal authorities.  Provides guidance to the Cornell Community on the Cornell PM processes.  Assess and partner with Project Team, Project Manager, and Associate Project Managers throughout to ensure successful approval and closeout procedures.  Provides guidance to Project Teams, Project Managers, and Associate Project Managers with eBuilder tasks associated with project data and reporting expectations including but not limited to updating project details pages, project schedules, submittal procedures, and distributing project communications.  *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 | % |

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| **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**

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