

CoE Facilities Planning- STAR Facilities Specialist

Position: STAR Facilities Specialist, Misc. Wage Administrative

Hours: Monday through Friday, approximately 5 hours per day, with flexible scheduling based on user needs. Occasional evening or weekend hours may be required for special events.

Compensation: This is a part-time, non-benefited position with an hourly rate commensurate with work experience, \$23-\$28 per hour

Department: College of Engineering (CoE) Facilities

College: College of Engineering

Title of Supervisor: Director of Facilities Planning

Context of the Job:

This position supports the College of Engineering's operations at the FinTech Innovation Hub and STAR Campus by serving as the primary contact for facilities and IT coordination. The role works closely with COE Facilities, COE IT, ECE, CIS, Lerner College of Business and Economics partners, and the building's property management team to ensure smooth daily operations.

Key responsibilities include managing building access, coordinating maintenance and repair needs, assisting with space planning and occupancy data, and helping resolve IT and network issues in collaboration with campus partners. The role also ensures timely communication of building updates, safety information, and event coordination details to COE personnel.

This position plays an important role in maintaining a safe, efficient, and well-supported environment for faculty, staff, and students.

Major Responsibilities:

General

- Liaison with COE Facilities, COE IT, ECE, CIS
- Liaison with Lerner COB counterparts
- Primary point of contact with property manager

Building Related

Fintech access management

- Maintenance of electronic access list with landlord

- Ordering room keys through landlord as requested by users, including confirming authorized access to spaces

STAR Modulares access

- Ordering room keys through FREAS Lock Shop as requested by users, including confirming authorized access to spaces

Fintech facilities issues – investigate and report to landlord

- HVAC issues
- Power outages
- Promptly communicate safety issues to landlord. Copy COE leadership as appropriate.
- Provide advance notifications to landlord of events being held in the space to properly coordinate with cleaning or maintenance staff
- Coordinate holiday and classroom schedules
- Communicate building announcements and notifications to COE personnel on site
- Assist with space planning, especially occupancy data validation
- Monitor space usage
- Planned maintenance impacts to COE work
- STAR modulares life safety inspections and follow-up
- STAR modular space turnover
- STAR Health Sciences space issues – liaison with Health Sciences Facilities

IT Related

- Triage network issues at Fintech and STAR Modulares
- Liaison with Lerner COB IT
- Liaison with UD IT
- Liaison with CIS technical staff

Qualifications:

Required:

- Basic understanding of facilities operations and IT needs related to computer-based research and educational environments.

- Strong communication and organizational skills, with the ability to clearly convey technical or facilities-related issues to property management, departmental staff, and university IT partners.
- Demonstrated ability to manage multiple priorities, follow through on tasks, and ensure timely resolution of issues.
- Proficiency with standard office software (e.g., Microsoft Office, Google Workspace) and comfort learning internal systems for access management or work orders.
- Ability to work collaboratively with diverse groups, including faculty, staff, students, and external vendors.

Preferred:

- Experience working in a higher education, research, or facilities coordination setting.
- Familiarity with building access systems, space management, or IT network troubleshooting.

To Apply:

Please send a cover letter, resume, and two professional references to Michael Dixon, Director of Facilities Planning at msdixon@udel.edu

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