

Miscellaneous Wage - Facilities Coordinator
College of Agriculture and Natural Resources
20-25 hours per week
\$28-\$30/hour, commensurate with experience

The College of Agriculture and Natural Resources has an opening for a miscellaneous wage Facilities Coordinator role. This role will assist the Facilities Management team with daily operations, providing administrative and technical support, assistance with special projects, and overall organization of the CANR Facilities Management functions. This is an in-person position with a flexible schedule between M-F 7:30am – 5pm. This part-time, miscellaneous wage position is ineligible for University of Delaware employee benefits.

MAJOR RESPONSIBILITIES:

Administrative

- Create online forms as needed.
- Keep maintenance and project records and write reports as required.
- Document protocols and procedures

Facilities Coordination, Safety, and Research Support

- Key distribution and database management.
- Submit requests to UD Facilities for repairs and new work.
- Confirm completed Facilities work requests.
- Monitor spaces for cleanliness.
- Advise, arrange, and accept delivery into building of large equipment for PI's.
- Maintain and control equipment inventories including tagging, documenting relocations, and transfers to other departments.
- Assist with annual space surveys and keep Facilities Management systems up to date.
- Serve as a liaison between vendors and internal UD parties including but not limited to Maintenance & Operations, UD Movers, Custodial, Environmental Health & Safety, PI's, department chairs, and outside vendors.
- Monitor and ensure buildings are in compliant with UD accessibility and EHS requirements.
- Perform other duties as assigned.

QUALIFICATIONS:

- Associate degree in related field, Bachelor's degree preferred. Job related experience required.
- Demonstrate ability to work effectively as part of a team
- Excellent written and oral communication skills
- Ability to create and maintain recordkeeping systems and procedures.
- Working knowledge of MS Office and Google Suite

Special Requirements

- Requires a valid vehicle operator's license.
- Environmental/Occupational Exposures: Occasionally required to use personal protective equipment to prevent exposure to hazardous materials.

If you are interested in this role, please send a copy of your resume and a cover letter to Taylor Van Duyn, Facilities Manager at the College of Agriculture and Natural Resources, via email at tvanduyn@udel.edu.

Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment. The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members and Women. The University's Notice of Non-Discrimination can be found at <http://www.udel.edu/aboutus/legalnotices.html>