Facilities Coordinator – University of Delaware Newark Campus

The College of Earth, Ocean, and Environment at the University of Delaware seeks a part-time Facilities Coordinator who will assist in maintaining research laboratories, offices, and classrooms supporting programs in marine policy, physical ocean science and engineering, geological sciences and geography. Under the direction of the College Business Officer, this position is responsible for assisting with the daily administration and management of academic/research space, facilities, equipment and instrumentation in Robinson Hall, Penny Hall and Pearson Hall.

Part-time (20-25 hours per week), paid hourly

Primary Responsibilities:

• As directed, administer common space (laboratories, offices, and classrooms), facilities, equipment, and instrumentation; implement strategic planning as directed for specific to facilities and equipment within the college.
• Function as point of contact for College and University Facilities Real Estate and Auxiliary Services (FREAS), Procurement/Asset Management, University Transportation and Environmental Health & Safety Offices, as well as outside vendors and organizations.
• Maintain tracking spreadsheet of FREAS projects status and provide updates as required.
• Coordinate effort and monitor progress of CEOE personnel, facilities personnel and/or outside contractors to complete facilities related projects in a timely and effective manner to meet college, school, and departmental needs.
• Assist with the maintenance of shared laboratory equipment and instrumentation; coordinate and track as needed preventative maintenance and annual recertification programs for select equipment (balances, centrifuges, pipettes, clean benches).
• Serve on College Safety Committee; participate in ensuring compliance with various University safety reporting requirements, including lab inspections, annual Right -To-Know certification, preparation of Emergency Preparedness and Pandemic Planning documents, Department of Homeland Security Chemical Inventory, Workplace Chemical List; provide periodic updates as required.
• Assist in providing safety training to students, interns and administrative staff; respond to safety incidents (accidents, chemical spills, personal injury), and follow-up on accident reporting.
• Provide a general point-of-contact for faculty, student and staff concerns.
• Serve on various standing and ad-hoc committees as assigned.
• Under the direction of the College CBO, conduct annual space and equipment inventories as required by UD Asset Management Office and periodic external audits.
• Perform miscellaneous job-related duties as assigned.

Qualifications

• Associate’s degree with three years’ related experience. High School diploma/GED and five years’ related experience, or combination of additional education and related experience can substitute for required experience.
• Effective communication, supervisory and organizational skills.
• Strong inter-personal, critical thinking, and creative problem-solving skills.
• Knowledge of scientific instrumentation, equipment and systems preferred.
• General understanding of mechanical, electrical, and construction principles.
• Capacity to work effectively with individuals from diverse backgrounds (including administration, faculty, students, staff and the general public) and to foster a cooperative academic climate.
• Demonstrated understanding and consideration of the differing needs and concerns of individuals with varying identities, cultures, and backgrounds.
• Committed to fostering a workplace culture of belonging, where diversity is celebrated, and equity is a core value.

Apply
To apply, please send your resume, with contacts for 1-2 references, to Mark Dobbins, College Business Officer at dobbins@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/affirmative action employer and Title IX institution. For the University’s complete non-discrimination statement, please visit http://www.udel.edu/home/legal-notices/