

Facilities Coordinator, Jacobs School of Medicine and
Biomedical Sciences
University at Buffalo, The State University of New York

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Downloaded On: May. 30, 2023 11:29am

Posted Oct. 18, 2022, set to expire Aug. 4, 2023

Job Title	Facilities Coordinator, Jacobs School of Medicine and Biomedical Sciences
Department	Jacobs School of Medicine and Biomedical Sciences
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 18, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Facilities/Maintenance/Transportation
Job Website	https://www.ubjobs.buffalo.edu/postings/38223
Apply By Email	
Job Description	

The **Facilities Coordinator** is an integral part of the [Jacobs School of Medicine and Biomedical Sciences Facility Management team](#). You will provide a broad range of professional and administrative support on all the roles and responsibilities for the Facilities Planning and Management Officer, with a specific focus on autonomously managing the day-to-day needs for the School's space and facilities.

In this position, you will:

- Assist with the identification and management of regular maintenance and upgrades;
- Regularly identify, report, manage, and follow up on requests for service by UB Facilities;
- Oversee on behalf of, and reporting progress to the Facilities Planning and Management Officer during construction and renovation projects;

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- Keep consistent records of all space assigned to the Jacobs School of Medicine and Biomedical Sciences;
- Ensuring all university assets within the Jacobs School of Medicine and Biomedical Sciences are properly reported and maintained;
- Coordinate recycle, reuse, and disposal services;
- Ensure building security including access, surveillance, safety, and emergency preparedness and response;
- Assist with major school events, especially as it relates to scheduling, space preparation, and clean up / load out.

Salary Range: \$40,000 - \$45,000

Outstanding Benefits Package

Working at UBF comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. Visit our UBF benefits website to learn about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

As an Equal Opportunity / Affirmative Action employer, the University at Buffalo will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact



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