

Junior Project Manager
University at Buffalo, The State University of New York

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Posted Feb. 28, 2024, set to expire Aug. 4, 2024

Job Title	Junior Project Manager
Department	Design and Construction
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Feb. 28, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Facilities/Maintenance/Transportation
Job Website	https://www.ubjobs.buffalo.edu/postings/48422
Apply By Email	
Job Description	

Position Summary

University Facilities [Design & Construction](#) Department seeks a Project Management professional to oversee an on-time, and within-budget delivery of multiple major construction projects simultaneously, while assuring the safe and unrestricted pursuit of the University's overall mission.

In this role, ongoing responsibilities include but are not limited to:

- Coordination and communication regarding a variety of projects including in-house design/build renovation work, critical maintenance projects, and capital-funded design/bid/build work.
- Advanced interpersonal skills are necessary to advise clients, align expertise with needs,

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- partner with outside agencies, contribute to design, and lead a dynamic project team.
- Write, maintain, collaborate, and share ongoing tracking of both project budgets and schedules using Maximo software; Identify issues and propose mitigating tactics to maintain project momentum.
- In this role, the Junior Project Manager will work closely with University Procurement to process bids, award contracts, estimate costs, order materials and services, administer submittals, manage payments, and process changes to the project as needed.
- Collaborate with senior leadership to prioritize project work and forecast appropriate levels for staffing needs and project funding.
- Actively contribute to the analysis of past practices for continuous improvement recommendations.
- Serve as a subject matter expert to their University Facilities peers as well as the needs of the University community at large.
- Work with a wide variety of stakeholders including departmental leadership, world class researchers, dedicated faculty, high performing athletes, students from around the globe, the State University Construction Fund, SUNY leadership, and the local municipalities surrounding UB's three campuses.

Outstanding Benefits Package

Working at UB 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 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](#).



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University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- Bachelor's or advanced degree in Architecture, Engineering, Construction Management or related field with 2 years of experience in project management. Equivalent combination of education and experience may be substituted for the degree.
- Advanced oral, written, organizational, and interpersonal skills required.
- Demonstrated ability to work with a diverse group of staff at all levels of an organization.

Preferred Qualifications

- Master's degree in Architecture, Engineering, Construction Management, or related field with 5 years of experience in planning, design, and construction.
- Demonstration of ability to write and manage project schedules from inception to completion preferred.
- Experience in higher education renovation and construction projects of similar size and scope desired including laboratory, and/or SUCF capital improvement projects.
- New York State registration in architecture or engineering ideal. Certification as PMP, NYCCEO, and/or LEED or equivalent considered.

Physical Demands

Routinely completes field or project site visits and may have to climb stairs, ladders, or utilize other means to access particular areas of a project site during construction.

Contact Information

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

Contact