

Assistant Director, Campus Planning
University at Buffalo, The State University of New York

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Posted Apr. 5, 2024, set to expire Aug. 4, 2024

Job Title	Assistant Director, Campus Planning
Department	Campus Planning
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Apr. 5, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Institutional Advancement Facilities/Maintenance/Transportation
Job Website	https://www.ubjobs.buffalo.edu/postings/49479
Apply By Email	
Job Description	

Position Summary

University Facilities [Campus Planning Office](#) seeks a visionary **Assistant Director** that is an architecture and educational planning professional to develop and assist the Director in leading the entire Campus Planning office and directly lead a team of approximately 5 staff including the Facilities Information Management team to ensure the accurate procurement, oversight, and use of critical institutional facilities data simultaneously, while assuring the pursuit of the University's overall mission as a flagship SUNY research institution.

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

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- Temporarily perform the duties and responsibilities of the Director of Campus Planning in the Director's absence.
- Work with senior leadership to lead a team driven by the continuous improvement of the University's information on our physical campus including a new GIS system, PSI system, and REVIT program.
- Oversee the development of new processes to generate reports for senior leadership to increase university's space efficiency. These reports will be used by leadership to make key strategic decisions to advance the university's mission and goals.
- Enhance and foster a culture of schedule-driven and budget-driven project delivery as a commitment to the University's strategic timeline.
- Continually support the professional development of staff as lifelong learners through mentoring, coaching, and developing individuals to pair interests and expertise with university needs.
- Develop and execute staffing resource strategies, to accomplish UB's Top 25 goal through the delivery of cutting-edge higher education facilities and space management of these facilities to support the ongoing work of the university, attract world-class faculty & staff, and increase student retention.

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](#).

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.

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Minimum Qualifications

- Bachelor's degree in Architecture, Urban Planning or related degree with 5 years of experience in a leadership role.
- Equivalent combination of education and experience may be substituted for the degree and experience.
- Excellent leadership, organizational, and interpersonal skills are required.

Preferred Qualifications

- Master's degree in Architecture, Urban Planning, or related field with 7 years of experience in a leadership role.
- Demonstration of ability to lead a team of architectural planning professionals in a large and complex organization.
- Experience in planning educational and research architectural projects for mid-large size college or university.
- New York State registration in architecture is ideal.

Physical Demands

Routinely completes campus, field or project site visits.

Contact Information

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

Contact