

Assistant Director for Facility Operations & Logistics
University at Buffalo, The State University of New York

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Posted May 21, 2024, set to expire Sep. 20, 2024

Job Title	Assistant Director for Facility Operations & Logistics
Department	Student Unions
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	May 21, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Facilities/Maintenance/Transportation
Job Website	https://www.ubjobs.buffalo.edu/postings/50234
Apply By Email	
Job Description	

Position Summary

The Division of Student Life invites applications for the **Assistant Director for Facility Operations & Logistics** position within Student Unions. In this role, you will be responsible for the day-to-day operations of Student Union facilities. You will work closely with University Facilities, Campus Dining and Shops, and divisional staff to ensure facilities and equipment are properly maintained, functioning appropriately, safe and attractive to tenants, customers and guests.

Your responsibilities include:

- Identify, address and resolve any issues related to building maintenance
- Provide leadership to student staff to include payroll, scheduling, training, mentoring, assigning

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- responsibilities and hiring; develop and maintain a handbook for student employment
- Utilize data from the department's EMS Scheduling System (7PointOps) to manage the setting up and breaking down of reservable spaces
- Develop and implement a replacement plan for the department's furniture, fixtures, equipment and technology
- Ensure emergency protocols are in place for all reservable rooms and that staff is trained to react to emergencies appropriately

The successful candidate will work to build trusted relationships and be visible, accessible, and approachable.

Our team recognizes the advantages diverse perspectives and backgrounds bring to the workplace. We are particularly interested in candidates who share this value and will work to achieve the university's goals of inclusive excellence.

Outstanding Benefits

Working at UB offers world-class benefits that exceed salary alone. There are personal rewards such as health and retirement plans, training opportunities and access to recreational resources. Here, people from all backgrounds and cultures challenge and inspire each other to discover, learn and succeed. We focus on creating and sustaining a healthy mix of work, personal life, and academic pursuits to support work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

About Student Unions

The University at Buffalo's [Student Unions](#) are an essential part of Student Life on campus. We create a welcoming, fun, and relaxing social heart of our campus. We provide a safe space for every member of the campus community to build pride and character, create life-long memories, and share ideas. We deliver innovative, student-focused, and sustainable services to meet and exceed student needs.

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 degree required.

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- Minimum of two years of progressive experience within facility management.
- Demonstrated experience working with diverse populations.
- Excellent oral and written communication skills.

Preferred Qualifications

- Ability to successfully manage multiple priorities and tasks.
- Excellent communication and interpersonal skills.

Contact Information

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

Contact

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