

Geospatial Data Coordinator
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=243066>

Downloaded On: Jun. 7, 2025 10:32am

Posted Aug. 13, 2024, set to expire Aug. 4, 2025

Job Title	Geospatial Data Coordinator
Department	Campus Planning
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Aug. 13, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Research/Technical/Laboratory Facilities/Maintenance/Transportation
Job Website	https://www.ubjobs.buffalo.edu/postings/52105
Apply By Email	
Job Description	

Position Summary

The Office of Campus Planning, a part of University Facilities, seeks a dedicated geographic and architectural minded professional to maintain the constantly evolving spatial information required to meet the university's needs. The university maintains a large inventory of architectural floor plans which directly support UB's physical space inventory, architectural design efforts, and various planning processes. This position will ensure the University maintains this critical set of information used for planning and reporting across all levels of the institution. In addition, this position will oversee the maintenance of campus-wide datasets including the official campus basemap, underground utilities, and various other datasets native to GIS. Accurate data is key for the University's overall mission as a flagship SUNY research institution.

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Duties of the position will include:

- Work with Campus Planning staff and perform construction field audits to continually improve the accuracy of the University's spatial information.
- Maintain architectural drawings of all university facilities in AutoCAD and assure they are compliant with our space inventory system.
- Coordinate with internal and external entities on renovations, capital construction, departmental updates, or operational work orders to get the information required to update UB's spatial data systems.
- Review all construction projects to extract data needed to update various information systems such as room numbers and geometry, greenspace, sidewalks, accessible routes, utility pathways and attributes, door locations, tree inventory. etc.
- Develop and implement the transition of the University's architectural drawing inventory from 2D AutoCAD to Revit.
- Enhance and foster a culture of collaboration within Campus Planning, University Facilities and the university community to promote data quality as a fundamental aspect for good decision making.
- Develop strategies, to support UB's Top 25 goal through operational excellence, delivery of cutting-edge facilities, services and spaces that 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. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more 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 degree in Geography, Geographic Information Systems, Urban Planning, or Architecture with 2 years of relevant experience.
- Demonstrated experience managing, maintaining, and troubleshooting within ESRI ArcGIS Pro software.
- Demonstrated experience using AutoDesk AutoCAD.
- Demonstrated experience managing large datasets while assuring consistency and accuracy.
- Excellent organizational, and interpersonal skills are required.

Preferred Qualifications

- Master's degree in Geography, Geographic Information Systems, Urban Planning, or Architecture with 3 years of experience in higher education or institutional campus planning
- Experience with AutoDesk Revit, GIS programming, developing SQL queries.
- Demonstrate ability to work across a large and complex organization.

Contact Information

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

Contact

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