

Facilities Planning and Management Officer, College of
Arts and Sciences
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=251554>

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

Job Title	Facilities Planning and Management Officer, College of Arts and Sciences
Department	CAS Administrative Operations
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jan. 13, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Facilities/Maintenance/Transportation
Job Website	https://www.ubjobs.buffalo.edu/postings/55177
Apply By Email	
Job Description	

Position Summary

The [College of Arts and Sciences](#) is seeking a **Facilities Planning and Management Officer** (FPMO). In this role, you will have responsibility for space and facilities related functions across the College. You will also serve as the lead communicator and main point of contact between the College and University Facilities, and oversee all space assigned to the College.

In this role you will be responsible for:

- Tracking of all project details, timelines and finances.
- Serving on project committees to ensure rehab projects meet the needs of departments working

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directly with end user, capital planning group and facilities design and construction to oversee all renovation projects.

- Assigning space to faculty and staff according to CAS Space Policy. Coordinate or delegate conversations and services needed for physical moves within the College and execute those plans within schedule and budget constraints.
- Overseeing asset management and furniture/equipment disposal.
- Tracking and analyze classroom and teaching lab utilization.
- Serving as first point of contact for emergency management.

The College of Arts and Sciences is the largest interdisciplinary academic unit at the University at Buffalo. With 30 departments, 16 academic programs and 23 centers and institutes in the arts and humanities, natural sciences and mathematics and the social sciences, the College offers more academic options than any other unit on campus.

Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

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 from an accredited institution in architecture, planning, engineering or other related field. Extensive related professional experience will be considered in lieu of degree requirement.
- Three years of experience in facilities and space planning within a large and complex organization, preferably a research or university setting.
- Proven ability to work successfully across the organization and handle multiple competing priorities.
- Qualified candidates will also possess reporting and analytic abilities, good problem-solving skills and the cultural awareness and tact to be successful in working across the diverse populations.

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Preferred Qualifications

- Master's degree preferred with a minimum of one year of related experience.
- Direct experience within a scientific research setting is desired.
- Knowledge of building codes.
- Experience working with facilities project budgets.

Contact Information

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

Contact

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