

**Assistant Coordinator of Instructional Facilities
University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=257517>

Downloaded On: Jun. 1, 2025 3:45am

Posted May 29, 2025, set to expire Jun. 26, 2025

Job Title Assistant Coordinator of Instructional Facilities
Department Registrars Office
Institution University at Buffalo
Buffalo, New York

Date Posted May 29, 2025

Application Deadline 06/26/2025
Position Start Date Available immediately

Job Categories Coordinator

Academic Field(s) Facilities/Maintenance/Transportation
Admissions/Student Records/Registrar
Administrative Support/Services

Apply Online Here <https://apptrkr.com/6258835>

Apply By Email

Job Description

Image not found or type unknown



Assistant Coordinator of Instructional Facilities

Position Information

Position Title: Assistant Coordinator of Instructional Facilities

Department: Registrar

Posting Link: <https://www.ubjobs.buffalo.edu/postings/57222>

Job Type:

Assistant Coordinator of Instructional Facilities University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=257517>

Downloaded On: Jun. 1, 2025 3:45am

Posted May 29, 2025, set to expire Jun. 26, 2025

Full-Time

Posting Detail Information

Position Summary

The University at Buffalo [Registrars Office](#) is seeking a self-directed, articulate, dynamic, and detail-oriented Assistant Coordinator for Instructional Facilities. This position plays a key role in ensuring that instructional spaces are well-maintained and supports university-wide efforts to enhance these environments. The Assistant Coordinator is responsible for managing user-submitted maintenance requests and classroom-related work orders, coordinating the planning and execution of facility-related projects, and supervising a small team of Graduate Assistants. This role also includes front-line support and training of academic users of the Event Management System.

This position is a unique opportunity to apply innovation, creative problem-solving skills, and technical knowledge to support students, faculty, and staff at the University at Buffalo. This position must be able to coordinate a diverse constituency and tactfully communicate with numerous offices on campus, especially in correspondence with University Facilities, UBIT, decanal units, academic departments and faculty. This position reports directly to the Associate Coordinator.

Key accountabilities and responsibilities

- Track and manage inventory of centrally scheduled classrooms and learning landscapes, as well as facilities, furniture and equipment within those spaces .
- Serve as the point person for central classroom facility-related issues and service requests, coordinating repairs, maintenance, and operational services across designated spaces.
- Liaison with contractors, vendors and internal departments to schedule and oversee maintenance, repair and renovation work.
- Manage regular facility inspections to pinpoint safety or maintenance concerns and identify areas for improvement.
- Provide front-line support for academic users of UBs Space Request System (EMS /Accruent), training new users, working with departments to document and set up workflow process, and provide support to users.
- Serve as a member of the Instructional Facilities Team, supporting university projects and supervising a team of Graduate Assistants

Assistant Coordinator of Instructional Facilities University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=257517>

Downloaded On: Jun. 1, 2025 3:45am

Posted May 29, 2025, set to expire Jun. 26, 2025

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](#).

Minimum Qualifications

- Bachelors degree with a minimum of two (2) years professional work experience
- Strong verbal, written and interpersonal communication skills with ability to communicate clearly and respectfully with diverse populations
- Excellent organizational and multitasking skills. Proven technical and/or support services experience in higher education and competencies in the following areas

Preferred Qualifications

- Experience in a facilities, operations, or administrative coordination role and/or with Accrurent EMS , PeopleSoft Campus Solutions, Talem3, Stanley OnGuard software
- Project management experience or skills
- Experience at UB or similar institution

Salary Range

\$55,151 - \$65,000

Special Instructions Summary

Will accept/consider applicants with equivalent experience in lieu of degree.

Is a background check required for this posting?

No

Contact Information

Contact's Name: Rebecca Rotundo

Contact's Pronouns:

Contact's Title: Associate Coordinator of Instructional Facilities

Contact's Email: Rotundo@buffalo.edu

Contact's Phone:

Assistant Coordinator of Instructional Facilities
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=257517>

Downloaded On: Jun. 1, 2025 3:45am

Posted May 29, 2025, set to expire Jun. 26, 2025

716-645-7748

Posting Dates

Posted: 05/28/2025

Deadline for Applicants:

Date to be filled: 07/01/2025

jeid-919955b5691d47428c3735393ddbabe9

Contact Information

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

Contact

N/A

University at Buffalo

,