Location: UMD Libraries
Job Title: Facilities Coordinator

Responsibilities: The Facilities Coordinator will perform a wide array of work activities while supporting the operations, maintenance, upkeep and tracking related to the operational readiness of our Libraries facilities. UMD Libraries is responsible for seven libraries on the campus of College Park. The Facilities Coordinator will be responsible for detailed day-to-day processing, monitoring and implementation of facility maintenance for libraries on the College Park campus. The Facilities Coordinator will also support and assist with planning, project coordination, and meeting organization. Successful completion of work responsibilities frequently requires collaboration with campus facilities personnel, external contractors, and library personnel.

Requirements: Bachelor's degree or an equivalent combination of education and experience.

Experience:
- 3 years of related professional facilities experience.

Knowledge, Skills and Abilities:
- Ability to lead and foster a collaborative team approach
- Excellent verbal and written communication skills
- Excellent interpersonal, negotiation, and conflict resolution skills
- Excellent organizational skills and attention to detail
- Strong analytical and problem-solving skills
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality
- Proficient with Microsoft Office Suite, Google Workspace, or related software.

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year for-year basis with 30 college credits being equivalent to one year of experience.

Salary Range: $49,880-$62,000

Application Process: Apply online directly at: https://ejobs.umd.edu/postings/119588

Closing Date: Best Consideration Date: 6/13/24