PURDUE UNIVERSITY NORTHWEST
POSITION VACANCY NOTICE

DATE: August 31, 2017

JOB TITLE: Assistant Vice Chancellor – Campus Planning, Project and Space Management

Essential Duties:

- Leads the development, execution and evolution of the Campus Master Plan. Guides efforts to define major land uses, building sites, utility locations, parking, transportation, open and recreational spaces and community impact.

- Oversees space planning and management as well as interior design. Utilizes expertise and data to support decisions regarding allocation of space, facility management, program planning, assessment and other needs.

- Responsible for project planning and work analysis involving job site inspection, coordination with departmental officials and various agencies, developing and finalizing details and determining the most feasible methods and procedures to accomplish project requirements.

- Works directly with Architects and Engineers and various committees and individuals in the development of plans and specifications.

- Works with staff and consultants to estimate project costs. Oversee the ordering of project materials and delivery dates to ensure project deadlines are met.

- Leads the development of strategically integrated long-term capital plans consistent with funding priorities through a collaborative approach with University leadership and other key stakeholders.

- Develops and manages capital budgets. Develop methods to monitor and analyze expenditures, negotiate purchases, contracts, and service agreements to ensure compliance with University policies and procedures.

- Frequently delivers project presentations to senior leadership team, Purdue University system officials, and various members of the campus community and outside organizations.

- Provides overall guidance regarding new or existing university architectural and project planning design standards as well as the best cost/value approach for the university.
Qualifications:
Bachelor’s degree from an accredited institution in a relevant discipline. A Master’s degree in architecture, urban planning, or engineering preferred. 10 years of progressively responsible experience in the area of project planning and design with significant construction/project management experience preferably in a public setting or with multi-million dollar commercial projects. Experience in planning from inception to commissioning of the project. Must have verifiable management experience leading a team of professionals. Experiences in campus planning, facilities design, development and oversight of capital projects, and space management preferred. Ability to develop and communicate long-term vision for campus growth and implement innovative approaches to ensure university facilities support PNW’s educational mission and community. Demonstrated ability to oversee the work of a team managing multiple large-scale projects simultaneously. Ability to work with various university departments, committees, consulting engineers, and construction firms to ensure project completion. Ability to be a positive change agent within PNW's distinctive university culture by identifying and implementing imaginative and entrepreneurial solutions to complex problems. Work as a strategic visionary, connecting best practice programs and initiatives to the university's mission and established goals. Strong analytical skills and ability to use data to guide decision-making; ability to direct and resolve ambiguous problems. Working knowledge of higher education space management guidelines. As business needs arise employees may be required to travel between campuses and/or be reassigned to a different campus location.

Additional Information:

Apply online at: www.pnw.edu/careers/

For information regarding our excellent benefits package, please visit: www.purdue.edu/benefits

Professional references will be verified prior to any offer of employment. Employment is contingent upon completion of successful background check.

Purdue University is an EEO/AA employer fully committed to achieving a diverse workforce. All individuals, including minorities, women, individuals with disabilities, and protected veterans are encouraged to apply.