

Project Manager/Senior Project Manager/Senior Project Coordinator, UNLV Construction Management

The University of Nevada, Las Vegas invites applications for Project Manager/Senior Project Manager/Senior Project Coordinator of Planning, Design or Interior Design, UNLV Planning and Construction [R0113846]

PROFILE of the UNIVERSITY

UNLV is a doctoral-degree-granting institution of approximately 31,000 students and more than 3,900 faculty and staff that is classified by the Carnegie Foundation for the Advancement of Teaching as a research university with high research activity. UNLV offers a broad range of respected academic programs and is on a path to join the top tier of national public research universities. The university is committed to recruiting and retaining top students and faculty, educating the region's diversifying population and workforce, driving economic activity through increased research and community partnerships, and creating an academic health center for Southern Nevada that includes the launch of a new UNLV School of Medicine. UNLV is located on a 332-acre main campus and two satellite campuses in Southern Nevada. For more information, visit us on line at: <http://www.unlv.edu>

COMMITMENT to DIVERSITY

The successful candidate will demonstrate support for diversity, equity and inclusiveness as well as participate in maintaining a respectful, positive work environment.

ROLE of the POSITION

These positions operate under the direct supervision of the Director of Construction and works in collaboration with UNLV Planning and Construction staff to manage construction, furniture/fixtures and equipment delivery/installation, occupant moves, facility commissioning and other projects (projects), depending on the specific background and expertise of the incumbent, and keep these projects within scope and on budget and schedule, while maintaining the project quality level required and standards compliance. Project assignments may also include design/engineering management, among other items, depending on the nature and scope of the project.

Project Manager:

The Project Manager is responsible for managing multiple projects of moderate planning, design, FF&E and construction scope and complexity, i.e. generally between \$250,000 and \$5M in project cost, although this may vary. The Project Manager participates in strategic project planning and interprets and ensures application of university guidelines and standards. This position is heavily involved in providing direction to the project team. The Project Manager manages the consultant selection process and consultant proposal review; provides documentation in support of contracts, and manages external planning, design, architectural and engineering and other consultants. The Project Manager works with project constituents to develop scope of work, conducts project meetings; visits sites, monitors/supports/ensures contract compliance and closes out projects upon completion. The position is responsible for maintaining quality level in all project phases and efforts. The position will independently manage and coordinate the processes for a variety of projects, assuring consultant, contractor and University compliance.

Senior Project Manager:

The Senior Project Manager is responsible for managing multiple projects of higher complexity planning, design, FF&E and construction scope and complexity, i.e. generally over \$5M in project cost, and many times constituting large scope and/or complex projects, although this may vary. The Senior Project Manager participates in strategic project planning and interprets and ensures application of university guidelines and standards. This position is deeply involved in providing direction to the project team. The Senior Project Manager manages the consultant selection process and consultant proposal review; provides documentation in support of contracts, and manages external planning, design, architectural and engineering and other consultants. The Senior Project Manager works with project constituents to develop scope of work, conducts project meetings; visits sites, monitors/supports/ensures contract compliance and closes out projects upon completion. The position is responsible for maintaining quality level in all project phases and efforts. The position will independently manage and coordinate the processes for a variety of projects, assuring consultant, contractor and University compliance, and applying well developed professional skill and judgement.

Senior Project Coordinator:

The Senior Project Coordinator is responsible for leading the coordination of multiple projects of limited scope and complexity, i.e. generally up to \$250,000 in project cost, although this may vary. The Senior Project Coordinator assists with consultant selection; preparation of design/bid documents; and reviews change orders, requests for information, general correspondence and invoices. The position will manage and coordinate the process for a variety of projects, assuring consultant and contractor compliance with project plans, specifications, UNLV standards, policy

procedures, and established construction standards. The position develops scopes of work, conducts project meetings, visits sites, monitors/supports/ensures contract compliance, and closes out projects upon completion, among other duties as assigned.

QUALIFICATIONS

Project Manager - Planning and Construction

Required:

- Bachelor's Degree from a regionally accredited college or university.
- Five (5) years of related or comparable professional experience in project management for facility construction and related projects.
- Experience managing a variety of projects concurrently, of various scopes and complexities.

Preferred:

- Bachelor's Degree in construction management, architecture, engineering or a related discipline, from a regionally accredited college or university.
- Applicants with accredited degrees in construction management, architecture, engineering or a related discipline, who plan to or are currently pursuing professional licensure and/or certification in those disciplines.
- Experience in a college, university, institutional or similar setting and/or working on higher education or similar campus projects and building types.
- Significant project management experience, for facility construction and related projects, of at least \$250,000 in project cost, and up to or more than \$5M in project cost.

Senior Project Manager - Planning and Construction

Required:

- Bachelor's Degree in construction management, architecture, engineering or a related discipline, from a regionally accredited college or university.
- Fifteen (15) years of related or comparable professional experience in project management for facility construction and related projects.
- Experience managing a variety of projects concurrently, of various scopes and complexities.

Preferred:

- Applicants with accredited degrees in construction management, architecture, engineering or a related discipline, who plan to or are currently pursuing professional licensure and/or certification in those disciplines.
- Experience in a college, university, institutional or similar setting and/or working on higher education or similar campus projects and building types.
- Significant project management experience, for large and complex facility construction and related projects, of at least \$20M in project cost.

Senior Project Coordinator - Planning and Construction

Required:

- Bachelor's Degree from a regionally accredited college or university.
- Two (2) years of related or comparable professional experience in project coordination and/or project management for facility construction and related projects.
- Experience managing several projects concurrently.

Preferred:

- Bachelor's Degree in construction management, architecture, engineering or a related discipline, from a regionally accredited college or university.
- Applicants with accredited degrees in construction management, architecture, engineering or a related discipline, who plan to or are currently pursuing professional licensure and/or certification in those disciplines.
- Experience in a college, university, institutional or similar setting and/or working on higher education or similar campus projects and building types.
- Project management experience, for facility construction and related projects, of at least \$250,000 in project cost

SALARY RANGE

Salary competitive with those at similarly situated institutions. Position is contingent upon funding.

APPLICATION DETAILS

Submit a letter of interest, a detailed resume listing qualifications and experience, and the names, addresses, and telephone numbers of at least three professional references who may be contacted. Applicants should fully describe

their qualifications and experience, with specific reference to each of the minimum and preferred qualifications because this is the information on which the initial review of materials will be based.

Although this position will remain open until filled, review of candidates' materials will begin on February 11, 2019 and best consideration will be gained for materials submitted prior to that date. Materials should be addressed to John Treston, Search Committee Chair, and are to be submitted online as we do not accept emailed materials. For assistance with the application process, please contact UNLV Human Resources at (702) 895-3504 or applicant.inquiry@unlv.edu.

SPECIAL INSTRUCTIONS FOR INTERNAL NSHE CANDIDATES

UNLV employees or employees within the Nevada System of Higher Education (NSHE) MUST use the "Find Jobs" process within Workday to find and apply for jobs at UNLV and other NSHE Institutions. Once you log into Workday, type "Find Jobs" in the search box which will navigate to the internal job posting site. Locate this specific job posting by typing the requisition number, "R0113877" in the search box.

If you complete an application outside of the internal application process, your application will be returned and you will have to reapply as an internal applicant which may delay your application.

EEO/AA STATEMENT

UNLV is an Equal Opportunity / Affirmative Action educator and employer committed to achieving excellence through diversity. All qualified applicants will receive consideration for employment without regard to, among other things, race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability, sexual orientation, genetic information, gender identity, gender expression, or any other factor protected by anti-discrimination laws. The University of Nevada, Las Vegas employs only United States citizens and non-citizens lawfully authorized to work in the United States. Women, under-represented groups, individuals with disabilities, and veterans are encouraged to apply.