

Project Manager/Senior Project Manager/Senior Project Coordinator of Planning, Design or Interior Design, UNLV Planning and Construction

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 [R0113877]

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

This position operates under either the direct supervision of the Director of Planning and Facility Partnerships, Director of Design/Associate University Architect, or a Senior Project Manager – Planning, Design or Interior Design, and will work in collaboration with UNLV Planning and Construction staff to manage planning, programming, design, landscape/hardscape design, interior design, furniture/fixtures and equipment, occupant moves, facility partnership and/or construction projects (projects), and keep these projects within scope and on budget, schedule, while maintaining the project quality level required and standards compliance.

The Senior Project Coordinator, Project Manager and/or Senior Project Manager will provide project coordination and/or project management services during the planning, programming, design, procurement, contracting, plan review, construction, FF&E delivery/installation, closeout and other phases of the University capital improvement program, University-funded projects and facility partnership projects, as is applicable.

This position will manage and/or coordinate the processes for a variety of campus projects such as campus planning, remodels, major renovations and new construction, among other projects, assuring consultant and contractor compliance with project goals/plans, specifications, UNLV standards, policies and procedures, established industry planning, design, interior design and construction standards, project schedules and budgets. Depending on the scope of the project, the Senior Project Coordinator, Project Manager and Senior Project Manager may work as a team member on a project with other UNLV Planning and Construction staff.

UNLV reserves the right to assess candidates' applications for determination of the position classification determined for potential candidates, and adjustments to the position title and duties, at UNLV's discretion.

QUALIFICATIONS

Project Manager – Planning, Design or Interior Design:

Minimum:

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

Preferred:

- Bachelor's Degree in planning, architecture, landscape architecture, interior design, engineering, or a related discipline, from a regionally accredited college or university.
- Applicants with accredited degrees in planning, architecture, landscape architecture, interior design, 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, campus planning, facility planning, design, interior design 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, Design or Interior Design:

Minimum:

- Bachelor's Degree in planning, architecture, landscape architecture, interior design, engineering, or a related discipline, from a regionally accredited college or university.
- Fifteen (15) years of related or comparable professional experience in project coordination and/or project management for campus planning, facility planning, design, interior design and related projects.
- Nevada professional licensure within one (1) year of hire for Senior Project Managers focused on Design or Interior Design (i.e. Nevada Architectural, Interior Design or Engineering License/Registration). Not applicable for Senior Project Managers focused on planning.
- Experience managing a variety of projects concurrently, of various scopes and complexities.

Preferred:

- 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 campus planning, facility planning, design, interior design and related projects, of at least \$20M in project cost.
- Nevada professional licensure at time of application for Senior Project Managers focused on Design or Interior Design (i.e. Nevada Architectural, Interior Design or Engineering License/Registration).
- Nevada professional licensure (or certification if Nevada licensure in a discipline does not exist) in disciplines in which accredited degree has been received, i.e. planning, architecture, landscape architecture, interior design, engineering, or a related discipline.

Senior Project Coordinator – Planning, Design or Interior Design:

Minimum:

- 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 campus planning, facility planning, design, interior design and related projects.
- Experience managing several projects concurrently.

Preferred:

- Bachelor's Degree in planning, architecture, landscape architecture, interior design, engineering, or a related discipline, from a regionally accredited college or university.
- Applicants with accredited degrees in planning, architecture, landscape architecture, interior design, 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.