

# Facilities Coordinator

## Event Services



<b>Job Description</b>	<p>The Facilities department is focused on providing exceptional facilities for the Carolina community. The Facilities Coordinator role supports the Assistant Director of Facilities of the Carolina Union by providing direct support to the Facilities Team on special projects to improve department efficiencies. This position administers work order submittals through an online software and tracks expenditures to assist in the budget submittal process.</p>
<b>Specific Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Coordinate the input of expenditures through Microsoft Excel to assist in the budget management process</li> <li>• Input and management of assets in Upkeep</li> <li>• Coordination of key inventory and key distribution</li> <li>• Ensure proper filing and storage of financial documents</li> <li>• Manage and coordinate projects such as inventory, shredding, and asset management</li> </ul>
<b>Requirements &amp; Qualifications</b>	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• Proficient in Microsoft Office Suite (Excel, Word, Outlook)</li> <li>• Demonstrated knowledge of inventory management</li> <li>• Demonstrated ability to work independently with limited supervision</li> <li>• Demonstrated ability for critical thinking and project management</li> <li>• Demonstrated ability to execute independent decision-making</li> <li>• Demonstrated ability to successfully interact with internal and external stakeholders</li> <li>• Demonstrated ability to work in a fast-paced environment with strong ability to manage multiple tasks at the same time</li> <li>• Must be comfortable serving as part of a diverse team that includes people with varying beliefs and backgrounds</li> <li>• Must be able to lift 20 pounds</li> </ul>
<b>Learning Goals &amp; Competency Development</b>	<p><b>As a result of employment in this position, students will:</b></p> <ul style="list-style-type: none"> <li>• Identify issues and propose solutions for addressing an issue or task</li> <li>• Further develop verbal/written communication skills gathering information and using existing resources</li> <li>• Build mutually beneficial relationships with internal and external stakeholders and team members</li> </ul>
<b>JobX LEARNING OUTCOMES</b> <i>(FWS Positions Only)</i>	<p>Communication; Professionalism &amp; Work Ethic; Collaboration &amp; Leadership; Creativity &amp; Problem Solving; Technical Application</p>
<b>Available Openings</b>	<p>5</p>
<b>Hours</b>	<p>Monday – Friday 8:00AM – 5:00PM (8-12 hours per week)</p>
<b>Hourly Rate</b>	<p>\$9.50</p>
<b>Time Frame</b>	<p>Academic Year 2019-2020</p>
<b>Contact Name</b>	<p>Rustin McNiff, Joe Singer</p>

<b>Contact Email</b>	<a href="mailto:rmcniff@email.unc.edu">rmcniff@email.unc.edu</a> , <a href="mailto:jsinger@email.unc.edu">jsinger@email.unc.edu</a>
<b>Work Location</b>	Carolina Union Office of Event Services, 3104
<b>Phone</b>	919-843-5343, 919-962-0291

