Project Assistant
Planning, Design & Construction

JOB DESCRIPTION

Basic function and responsibility:
Responsible for supporting Design Project Managers and other members of the Project Management and Planning, Design & Construction unit in the delivery of effective project management services. Duties and responsibilities include, but are not limited to, providing administrative support, managing project document flow, coordinating project team efforts, scheduling meetings, serving as an administrative liaison between project team members, ensuring compliance with established workflow procedures, and coordinating communications.

Characteristic Duties and Responsibilities:
- Provide principal administrative support to Facilities Management Planning, Design & Construction Project Management unit. Serve the needs of six to ten individuals in a fast-paced, multiple priority and multiple assignment environment to ensure project progress and compliance with established procedures is maintained.
- Assist project management staff in complying with Board of Regents procedures and schedules. Provide expert advice to project management staff on governing institutional, statutory and BOR policies. Proactively assist PM staff in complying with routine procedures by offloading work from the project managers.
- Coordinate and schedule design reviews and other project meetings. Coordinate document coordination between UI and consultants. Ensure consultant submitted work documents comply with UI requirements. Ensure general consultant compliance with requirements of Section I and II of the Design Standards & Procedures. Retrieve filed or archived information and documents as required by the project team and as requested by the project manager.
- Draft, update, copy, print, scan, review, distribute, mail and/or file permits, meeting minutes, transmittals, letters, schedules, presentations, website content, email notifications, and other project information as needed. Arrange for the delivery and signature of permits and various other approvals from governmental, business and administrative entities.
- Provide other miscellaneous services such as travel coordination, training registration and payment, vendor presentations, review of incoming mail, circulation of professional periodicals, purchase of office supplies and resources, and other duties as needed for back up to PDC secretary.
- Serve as back up for administrative support to the PD&C department including the director and associate directors.
Supervision received:
• Receives direction from the Associate Director and Director, Planning, Design & Construction as well as functionally supervised by project and construction managers.

Supervision exercised:
• May exercises functional supervision for student employees or other support staff.

Qualifications:

Required:
• A Bachelor’s degree in Business Administration or related field or an equivalent combination of related education and experience;
• Excellent written and verbal communication skills;
• Understanding of design and construction industry, including terms and procedures;
• Experience in supporting multiple individuals in a fast-paced, multi-task environment;
• Proficient in computer software applications including Microsoft Office programs (Excel, Front Page, Powerpoint and Word).

Desired:
• Six months - three years related administrative experience in the design and construction industry;
• Experience in higher education facilities management;
• Experience preparing professional agreements and/or project manual specifications.