ADMINISTRATIVE SERVICES COORDINATOR – DOCUMENT CENTER
The University of Iowa department of Facilities Management, Planning, Design & Construction, is seeking an experienced Administrative Services Coordinator to coordinate and perform administrative support for our document center. The successful candidate will support general office operations, requiring independent decision-making, analysis, anticipation, and assessment skills. Duties and responsibilities include, but are not limited to, providing administrative support, managing project document flow, serving as an administrative liaison between project team members, serving as a process resource for FEMA recordkeeping and processing requirements, ensuring compliance with established workflow procedures, and coordinating communications for capital improvement projects.

Required Qualifications: A Bachelor's degree in Business Administration or related field or an equivalent combination of related education and experience. Six months – 1 year related administrative experience. Experience in an institutional or other complex customer environment. Excellent written and verbal communication skills and attention to detail. 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. Ability to move up to 40 pounds. Ability to work with a diverse group of staff at all levels of an organization.

Desired Qualifications: Six months - three years related administrative experience in the design and construction industry, including experience understanding contracts and/or project manual specifications. Experience working with Architectural and Engineering documents and FEMA disaster recovery documents. Supervisory experience. Experience in a higher education facilities management organization. Experience with the following applications: AutoCad, Adobe and Microsoft Access. Experience reading blueprints. Research capabilities using analytical skills.

Salary commensurate with experience and qualifications, including an excellent benefit package.

To apply for this position, visit our website at http://jobs.uiowa.edu and reference requisition #67682.

The University of Iowa is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, national origin, age, sex, pregnancy, sexual orientation, gender identity, genetic information, religion, associational preference, status as a qualified individual with a disability, or status as a protected veteran.