Date: \_3/2022\_\_\_\_\_\_\_\_\_ 220222022222022\_\_\_\_\_\_\_\_\_\_

**CORNELL UNIVERSITY**

**STAFF POSITION DESCRIPTION**

**General Information**

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| **Position General Information:** New Hire/New Position Update to Current Position |

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| Current Incumbent, if any: |  | | Position #: |  | |
| University Job Title: | Project Coordinator III | | Pay Band: | F | |
| Working Title (if different): | Associate Project Manager | | Exempt: | Nonexempt: | |
| Department Name: |  | | Dept Code: |  | |
|  |  | |  |  | |
| Immediate Supervisor’s Name: | |  | | | |
| Supervisor’s University Job Title: | |  | Pay Band: | |  |
| Working Title (if different): | |  | | | |

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| **Culture of Inclusion and Community Standards**: Skills essential for individual and organizational success. |
| [REQUIRED] As a university founded to be a place where “…any person can find instruction in any study,” diversity and inclusion are at the core of our values and mission. We strive to be a welcoming, caring, healthy, and equitable community where students, faculty, and staff with different backgrounds, perspectives, abilities, and experiences can learn, innovate, and work in an environment of respect, and feel empowered to engage in any community conversation. As a member of the Cornell University community, it is important to recognize our shared responsibility to each othertocultivate a culture of inclusion for all.  [Cornell Core values](https://www.cornell.edu/about/values.cfm)  [REQUIRED] As an individual contributor you will model and support a culture of diversity, equity, inclusion, and wellbeing and continually seek to understand how your role, behaviors, and actions impact the success of this culture.    [REQUIRED] While position responsibilities vary greatly, the Skills for Success and Leadership Skills for Success are foundational to what is expected of every employee and leader working at Cornell.  These skills are essential for individual and organizational success. [Staff Skills for Success](https://hr.cornell.edu/professional-development/performance-0/skills-success); [Leadership Skills for Success](https://hr.cornell.edu/professional-development/performance/leadership-skills-success) |

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| **Department Background:** Provide a brief overview of your department/unit. |
| [OPTIONAL] College/Unit Statement  [OPTIONAL] Department Statement  [OPTIONAL] Function Statement |

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| **Rewards And Benefits**: Highlight the unique benefits offered by Cornell and specifically to the position. |
| Competitive compensation, generous time-off, and great benefits …[More on Cornell Benefits](https://www.hr.cornell.edu/benefits/) |

**Position Summary**

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| **Position Summary**: Explain the purpose for the position and summarize the responsibilities to include in job ad. |
| [REQUIRED] While position responsibilities vary, every member of our community is expected to foster a culture of belonging and a psychologically healthy work environment by communicating across differences; being cooperative, collaborative, open, and welcoming; showing respect, compassion, and empathy; engaging and supporting others regardless of background or perspective; speaking up when others are being excluded or treated inappropriately; and supporting work/life integration of oneself and others.  [OPTIONAL] Campus Collaboration  [OPTIONAL] Success Factors  An Associate Project Manager (Assoc. PM) provides a critical role in the execution of Cornell University’s capital construction projects. An Associate Project Manager is required to perform and manage key elements of a project seeking guidance and counsel from Project Managers and Directors of Project Management to facilitate decisions within all phases of a project, while utilizing the Skills for Success to meet the responsibilities and essential functions of Project Management outlined below.  Associate Project Managers are to manage multiple and often-interdependent projects concurrently with varying scope and phases of development for projects typically in the range of $100k to $2M. Collaborate with complex and diverse project teams utilizing a strong understanding and working knowledge of one or more of the essential functions of Project Management outlined below.  The Responsibilities and Essential functions of an Associate PM are as follows:   * Project Administration & Development: * Procurement & Contract Management: * Design Management: * Construction Management: * Process & Approval Management   The Associate Project Manager will be required to prioritize their workload with guidance to meet the needs of the customer and align with various project schedules. The Associate Project Manager will develop and maintain effective working relationships with all project stakeholders including customers, University administrators, staff, and faculty, the State University Construction Fund, CCF staff, colleagues, and AE firms and contractors.  Project-related activities require the use of proprietary software (eBuilder) implemented by the University.  Ours is a values–based organization where all employees are accountable for supporting the organization’s values of truth, respect, excellence, teamwork, and integrity. Employees are required to attend staff development trainings and participate in the performance evaluation process. |

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| **Required Qualifications:**Specify required minimum equivalency for education, experience, skills, knowledge, etc.  **Position Competencies/Skills:**Job related knowledge, skills, abilities, and behaviors that contribute to success. |
| * [REQUIRED] Experience in and/or demonstrated commitment to supporting diversity, equity, access, inclusion, and wellbeing.   **(Pick List Items – REQUIRES a selection of at least one):**   * Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds. * Experience incorporating the perspectives of multiple communities, including communities of color. * Experience working with diversity, equity, inclusion, and wellbeing programs. * Passionate about working in an organization that values and promotes diversity, equity, inclusion, anti-racism, and wellbeing. * Ability to serve as an advocate for individuals of all ethnicities, genders, ages, and backgrounds. * Ability to cultivate and develop inclusive and equitable working relationships with students, faculty, staff, and community members. * Bachelor’s degree within relevant field with a minimum of 3 years’ experience and/or the equivalent combination of education and experience. Experience in commercial and institutional design and construction is required. * Demonstrated Project Management experience encompassing Project Planning & Development, Procurement and Contract Management, Design Management, Construction Management and Closeout. Proven ability to drive projects to a successful conclusion in a collaborative and politically sensitive manner. * An understanding and applied experience pro-actively manage projects, anticipate issues, and minimize impacts on quality, budget, schedule, or campus/college/unit/department. Must demonstrate excellent oral and written communication skills, ability to build and maintain positive interpersonal relationships with internal and external stakeholders and must have effective organizational skills. * Proficiency in Microsoft Office Suite, including Outlook, Excel, Word, Power Point, and MS Project is required. Ability to gain working knowledge of proprietary project management software (eBuilder), for all Cornell University project-related activities. Working knowledge of NYS Building Codes, ADA, other building industry regulations and standards. * Must have and maintain a valid driver’s license; may be required to operate a motor vehicle (your own vehicle or Cornell-owned) to travel to/from job sites. |
| **Preferred Qualifications:** Specify preferred specialized education, field and/or certifications. |
| * Registered Architect or Licensed Engineer in the State of New York or ability through reciprocity to obtain license within one year of hire date. * PM capital project experience on a University campus is preferred. Experience managing public capital projects such as SUNY/SUCF. * Proficiency with electronic project scheduling software. * CMAA Construction Manager Certification or Project Management Institute (PMI) Project Management Professional (PMP) Certification. |

**Position Responsibilities**

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| **Position Responsibilities/Essential Functions:** List the responsibilities and estimate percentage of annual time spent on each responsibility. Include only the essential functions that are fundamental and necessary to the position. | |
| [REQUIRED] List each responsibility and associated percent totaling 100% | Approximate % of time, Annualized |
| **Project Administration & Development:**  Works with clients and leads the development of clear and complete project programs including scope and budgets. Consults Director of Project Management for guidance and strategic thinking surrounding various projects.    Partner with clients to identify and manages the development of complex scheduling strategies for multiple projects impacting several departments and facilities within a college or across colleges. Coordinates and leads project meetings. Develops individual projects schedules.  Prepare and provides information and updates relative to project/construction schedules/ general project management and related financial status via written reports, email messages and verbal communications to many stakeholders. Manages project funds. Resolve problems/conflicts among participants (colleges, units, CCF, SUCF)  *Add College/Unit Specific duties:* | % |
| **Procurement & Contract Management:**  Partner with Facilities Contracts to develop contract language consistent with funding agency requirements (SUCF and/or Cornell). Leads selection process for consultant, pre-construction and contractor selection when appropriate. Partners with Facilities Contracts on procurement methods to best fit the project’s needs.  Manages design contract, construction contract (all contracts associated with projects) and holds contractors accountable to provisions of the contract, and to project budget and schedule. Defines parameters for activities of the contractors on the job site, such as transportation, drawings, site conditions/locations, lay-down areas, moves, etc.  Prepares general requirements (front-end bid documents) and contracts to ensure compliance with University and State requirements.  Applies project knowledge in review and approval of payment applications and related documentation for project services and monitors expenses against project budgets.  *Add College/Unit Specific duties:* | % |
| **Design Management:**  Coordinates and leads the Request for Proposal (RFP) process for selection of architect/engineering firms with the University Architects Office, consults with the Director of PM to strategize and negotiate fees.  Works with campus stakeholders and others to ensure that designs are compliant with University Design and Construction Standards, SUCF standards, and NYS building codes.  Participates in identification and development of both long and short-range plans and strategies for the proper utilization of project or departmental facilities with strategic guidance from the Director of Project Management.  Participates in interdisciplinary design reviews for constructability and compliance with University and State standards and International Building Code.  Obtains estimates for proposed work.  Compiles background information and institutional knowledge for the project team (i.e., drawings, maps, reports, etc.).  *Add College/Unit Specific duties:* | % |
| **Construction Management:**  Inspects and monitors field conditions/progress of work against project design, and schedule. Directs activities on construction phase and authorizes change orders within appropriate parameters.  Organizes and monitors architect participation in construction phase activities including shop drawing review, response to contractor questions, works with architects and engineers to resolve design conflicts, initiate RFI and submittal processes and related activities to ensure adequate communication and coordination with all parties of the project team.  Provides guidance and synchronizes construction activities with the impacted parties of the Cornell Community (Faculty, Staff, and Students). Oversees the punch list and project turnover, consulting with Director and proposing solutions to outstanding items.  *Add College/Unit Specific duties:* | % |
| **Process & Approval Management:**  Prepares Project Approval Requests (PARs) and ~~e~~nsures execution of all aspects of approvals required by CU, SUCF and municipal authorities.  Provides partnership around the project scope and budget throughout the approval and closeout procedures.  Provides guidance and support to the Cornell Community on the Cornell PM processes.  Provides guidance to clients surrounding project scope and budget throughout the approval and closeout procedures, as well as support on the Cornell PM processes.  *Add College/Unit Specific duties:* | % |
| **Other position-related responsibilities**  [REQUIRED] Participate in projects with occasional work responsibility falling above or below current classification.  [OPTIONAL] Other position related responsibilities | % |

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| **Position Leadership/Management Responsibilities:** For positions with responsibilities focused on managing the work of others and developing others. [REQUIRED FOR THOSE THAT SUPERVISE OTHERS] | | |
| Number of Direct Reports | \_ Exempt | \_ Nonexempt |
| Number of Indirect Reports | \_ Exempt | \_ Nonexempt |
| Number of Student/Temporary | \_ Exempt | \_ Nonexempt |

**Work Designation**

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| **Work Designation:** Assessment of position’s primary setting for performing work. Please select one. | | |
|  | Fully Onsite | Positions requiring 100% on-site presence  May be able to occasionally work remotely – business continuity |
|  | Hybrid Remote | Positions with the ability to regularly be performed at least partially remotely  Includes seasonal hybrid, variable hybrid, and consistent hybrid |
|  | Fully Remote | Positions within/outside of New York State which can be performed 100% remotely  May be asked to travel to campus periodically |

**Essential Working Conditions** (*after considering reasonable accommodations)*

**Physical (lift/carry/push/pull):** Choose an item.

**Visual:** Choose an item.

**Hazards:** Choose an item.