

## POSITION ANNOUNCEMENT

### Madonna University

**Job Title: Coordinator**

**Department: Facilities Management**

**Position Status: Part-time (20 hours per week)**

**Reports To: Facilities Manager**

#### SUMMARY

This position provides administrative support to the Facilities Management department.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Acts as department Liaison to the University community.
2. Answers phones and routes calls to appropriate personnel and answer general inquiries.
3. Greets visitors and follow security procedures for recording guests, suppliers, contractors, and other visitors.
4. Checks vendors and contractors In and Out and distributes keys and badges for on-site services.
5. Schedules appointments as needed.
6. Collects and distributes internal and external mail and all department deliveries.
7. Performs basic filing, orders office supplies and other items to support the department.
8. Assists with processing requisitions, invoices and receipts for department purchases and contracted services.
9. Manages the Asset Essential work order system to include system configurations, assignments, closeouts and assisting campus users with asset essential work orders
10. Acts as coordinator for event setups and break downs, including scheduling
11. Acts as IT support for maintenance and grounds techs, and custodial aids.
12. Manages student employees in the office as needed.
13. Other duties as assigned.

**QUALIFICATIONS:** The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Must have a valid driver's license and a commercially insurable driving record. May be required to work outside of normal working hours. Travel may be required, evening and weekend hours expected.

#### EDUCATION AND EXPERIENCE:

High school diploma or general education degree (GED); one to two years' clerical experience and/or equivalent combination of education and experience. Experience with Jenzar software and Work Order systems desirable. Working knowledge of Microsoft Office and Outlook required.

#### TO APPLY:

**Current employees:** Complete the internal application on **MY Portal >Employee Resources>Human Resources**

#### External candidates:

- 1) Complete the **application on our website Madonna.edu>Employment>APPLY NOW**
- 2) Email and attach a **letter of intent** and **resume/CV** to **hr@madonna.edu**

**MADONNA UNIVERSITY:** A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.