

Under the general supervision of the Director - Capital and Physical Planning, the Principal Sciences Facilities Planner is responsible for the development of analyses related to the following:

Campus' capital improvement program; preparation of detailed program documents and funding justifications; provision of staff support and technical expertise for committees related to space and facilities planning issues for academic science research laboratory facilities; management of consultant teams and planning/building committees for engineering, life, physical, and health sciences related programs, capital project proposals and facilities.

As a Principal Sciences Facilities Planner, the position also supports the comprehensive development of analysis and program documents related to the campus' capital improvement program.

Represents the Associate Vice Chancellor – Capital and Physical Planning/Real Estate Services, as appropriate, in campus, University-wide, and external corporate/industry forums (e.g. conferences, working meetings).

About UCR:

In the Heart of Inland Southern California, UC Riverside is located on nearly 1,200 acres near Box Springs Mountain in Southern California, the park-like campus provides convenient access to the vibrant and growing Inland region. The campus is a living laboratory for the exploration of issues critical to growing communities — air, water, energy, transportation, politics, the arts, history and culture. UCR gives every student the resources to explore, engage, imagine and excel.

At UC Riverside we celebrate diversity and are proud of our #4 ranking among the nation for most diverse universities (US News and World Report 2011). Become part of a place that fosters success for all its constituents, students, faculty, and staff, and where work/life balance and campus culture are integral to our way of life.

UCR is ranked 41st among top public universities (US News and World Report 2011) and is an affirmative action and equal opportunity employer, with a commitment to workforce diversity.

We offer a comprehensive compensation and benefits package for more information click [The Benefits of Belonging](http://atyourservice.ucop.edu/forms_pubs/misc/benefits_of_belonging.pdf) (http://atyourservice.ucop.edu/forms_pubs/misc/benefits_of_belonging.pdf) (this is a .pdf document).

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Minimum Requirements:

- * Bachelor's degree in architecture, planning, engineering, public administration, facilities administration, or related field, with at least five years experience in project planning, preferably in a scientific research environment (e.g. academic medical center, research institute, etc.). Additional years of experience in a related field could replace specific educational background.
- * Planning experience in a research oriented and/or health sciences environment.
- * Demonstrated experience in the development of justifications for capital projects, and the application of physical space standards and guidelines.
- * Excellent analytical skills and experience, preferably in capital planning and/or capital project analysis.
- * Strong interpersonal skills with ability to communicate objectives and issues and work effectively with user groups, internal technical staff, and outside consultants.
- * Proficiency in communicating technical concepts and analyses to lay audiences both in the campus community and the general public.
- * Proficiency in translating program activities into physical space requirements.
- * Demonstrated knowledge of architectural, planning, and construction terminology and methods.
- * Sound knowledge of statistical and visual analyses, including the preparation of reports and presentation materials.
- * Sound knowledge of construction practice to include construction cost estimating.
- * Demonstrated ability to write and edit documents involving complex proposals, justifications, and program planning documents.
- * Ability to work independently, to work effectively as a member of a team, and be able to work under pressure of timelines.
- * Sound judgment and sensitivity to issues of policy and process.
- * Proficiency in Windows-based software, including spreadsheet (Microsoft Excel), word-processing (Microsoft Word), scheduling tools (Microsoft Project) and presentation software (Microsoft PowerPoint).
- * Hired applicant must successfully pass a background check through the Department of Justice.

Preferred Qualifications:

- * Post graduate degree in architecture, planning, engineering, public administration, facilities administration, or a related field.
- * Advanced progressive experience with performing and directing facility planning for an institution of higher education and in-depth knowledge of university/institutional processes.
- * Experience with CAD based facilities management software (e.g. Archibus) for use in ad hoc studies and analyses.
- * Experience with GIS based software for use in planning studies and analyses.

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