Job Posting

**Assistant Director of Facilities**

Penn Law is one of the nation’s oldest and most distinguished law schools. At its West Philadelphia campus, the Law School serves approximately 850 students and is home to 50 full-time faculty, visiting and adjunct faculty, and approximately 85 staff members.

The campus is comprised of four adjoining buildings, one built in 1900, two in the 1960s, and the newest building in 2000. The physical plant is well-utilized not only for classes but also for speaker series, lectures, and conferences. We seek an Assistant Director of Facilities who is dedicated to the idea that a clean, comfortable, and well-maintained physical plant and well-ordered systems of maintenance and facilities management contribute significantly to the education of our students and the productivity of our faculty and staff.

Reporting to the Director of Facilities, the Assistant Director of Facilities is responsible for the design and effectuation of all facilities matters relating to hundreds of annual events, conferences, symposia, and other programs carried out in our four-interconnected buildings. Additionally, the Assistant Director contributes daily to the efficient running of these buildings and their systems.

**Events**

**Room Reservation Systems**

Manage the Penn Law room reservation system for staff; work closely with the Registrar’s Office to coordinate requests and best support the educational program.

Represent Facilities on all best practices efforts for room reservation systems; participate in technology and other systems decisions on room reservations, calendaring, etc.

**Event Planning and Implementation**

Develop and implement system to ensure full facilities support for Penn Law events. Communicate with event sponsors (including external and internal parties) about availability, room set up, catering, etc. Represent Facilities on all pre-event meetings and walk-throughs.

Organize staffing for all events and ensure sufficient coverage (including housekeeping and security). Perform/schedule checks with staff during events to ensure that facilities issues such as heating, a/c, lighting, fire safety and egress are satisfactory.

Serve as Penn Law representative during all major events, including some weekend events.
Room Preparation and Break Down
Ensure set up of rooms in advance of events (with help, as needed, from FRES, the Facilities Assistant, and/or other Penn Law staff).

Check events spaces after events for housekeeping and maintenance issues and ensure that all furniture and equipment is safely and properly stored.

Management of External Events
Devise and implement systems for dealing with requests for Penn Law space from external parties from the University as well as from non-profit and for-profit entities. With the Director of Facilities, set policies and fee schedules for such room use.

Develop on-line communication systems with requesters.

When space is leased, manage all aspects of collaboration with the external parties, including room set up, catering questions, scheduling of housekeepers and security, etc.

Ensure invoicing of all parties who lease Penn Law space. Report on revenue as requested.

Safety and Security
Develop and implement safety and security regulations throughout campus.

Manage interactions with security staff and others around VIP visits.

Serve as Penn Law representative to Public Safety, Mission Continuity, and other departments. Manage annual Mission Continuity protocols for Penn Law.

Equipment
Evaluate requests for new equipment throughout the facility. Place orders upon approval of the Director of Facilities. Store and manage some equipment supplies such as easels.

Exercise resource stewardship with regard to proper and safe handling and storage of furniture and equipment.

Collaboration with Colleagues
Collaborate with Penn Law’s Conferences and Events, Faculty Events, and Student Affairs. Develop mechanisms for collaborative cooperation on all events.

Miscellaneous Responsibilities
Take the lead for Facilities with various tasks in preparation for and on the day of Graduation; ensure delivery of critical people and materials to the venue.

Annually organize the clearing and cleaning of storage areas throughout the complex.

Consider and, after consultation with the Director of Facilities, implement enhancements to the processes described above.
Assist in all other Facilities matters as requested.

Other related duties as required.

Finally, Work Cooperatively in a Team Environment
Approach work in a cooperative and service-oriented manner. Share equipment and responsibilities in a sensitive and supportive manner. Understand and support the overall mission of the Law School.

Qualifications:

BA/BS required. Candidate should have three to five years experience in facilities events management. The successful candidate will demonstrate strong problem-solving and organizational skills as well as excellent verbal and written communication skills. The strong candidate will have a track record of reliability and service, and will demonstrate flexibility, a strong work ethic, and a team-orientation and ability to work in a highly collaborative environment.

Note: This position has changing requirements for hours worked (11-7 mid-August through mid-May; 9-5 mid-May through August; later and earlier start times occasionally required by events and facilities needs). The position will require coordination of personal time around academic calendar milestones.

To apply:
Those interested should apply via the University’s on-line job service, at http://www.hr.upenn.edu/jobs/.