



Job Title	Associate Planner, Capital Facilities/Master Planning
PVN ID	VC-1710-002135
Category	Administrative Services
Location	OFFICE OF VC - FACILIT PLAN, CONSTRUC & MGMT
Department	Space Planning
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Dec 12, 2017 (Or Until Filled)

General Description

DESCRIPTION

The Department of Space Planning (SP) determines campus space needs and prepares physical master plans for the 24 CUNY campuses; develops capital projects to be requested from the State and City or funded through private donations or public/private partnerships; participates in the preparation of the University's annual Capital Budget Request and coordinates College requests for Borough President and City Council capital funding; performs space utilization studies and maintains space inventory database of all the University's facilities.

Salary commensurate with education, qualifications and experience.

Other Duties

OTHER RESPONSIBILITIES

Assists in preparation of master planning and special planning studies and capital project requests.

Qualifications

QUALIFICATIONS/CORE COMPETENCIES

- Must have Bachelor's degree in urban/city/regional planning, architecture or related field;
- Minimum 3 years professional planning experience with emphasis on higher education facilities and capital outlay;
- Excellent computer skills required, including word processing and spreadsheet experience (Word, Excel, Powerpoint required; Crystal Reports desirable);
- All candidates must be self-starters with ability to work independently as well as part of a team, prioritize tasks to meet deadlines, follow up, and pay attention to details;
- Excellent oral and written communication skills, organizational ability, interpersonal skills, professional attitude and discretion are essential.