

Job Title	Project Coordinator, Real Estate Transactions
PVN ID	VC-1808-002682
Category	Administrative Services
Location	OFFICE OF VC - FACILIT PLAN, CONSTRUC & MGMT
Department	FPCM Real Estate
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Sep 21, 2018 (Or Until Filled)

General Description

General Description:

The Office of Facilities Planning, Construction and Management of the City University of New York seeks a professional to work in the Real Estate Transactions group. The professional will report to and assist the Director of Real Estate Transactions in all functions.

The preferred candidate will have experience in all aspects of real estate, including but not limited to: property development, financial analysis, leasing, budgeting and planning. Additionally, the professional will be responsible for overseeing and coordinating the University's efforts in the administration of various economic development programs.

Salary: Commensurate with Experience and Qualifications

Posting Closing Date: September 21, 2018

Other Duties

Duties:

- Identify viable public/private project opportunities on CUNY campuses.
- Work with consultants and Colleges on site selection and planning.
- Assist in selection of consultant team including drafting scope of work, issuing RFP's, conducting interviews, analyzing proposals, and negotiating agreements and fees.

- Oversee consultant team's work which may include conducting planning studies, feasibility analysis, zoning analysis, traffic studies, financial analysis, and negotiation with private developers.
- Assist in the development and execution of a student housing expansion program.
- Coordinate with government officials and agencies on economic development programs.
- Administrate the financial accounting for existing leases.
- Assist in lease negotiations.
- Track annual leasing expenditures.
- Assist in identifying potential lease spaces for individual colleges and institutes.
- Develop budgets and operating pro formas for real estate transactions.

Qualifications

Core Competencies/Qualifications:

- Bachelors degree in business administration, urban/city/regional planning, real estate, economics or related field and a minimum of 2 years related experience; a Master's degree in any of the aforementioned areas of knowledge is preferred.
- Experience analyzing and/or managing complex real estate and/or financial transactions in addition to government sponsored economic development programs.
- An understanding of public land use processes and real estate development are also preferred, but not mandatory.
- Strong written and verbal communication skills.
- Ability to work with multiple constituencies and manage complex, interdisciplinary projects.
- Experience working in New York City government, or at other levels of government; or experience working with Higher Education is strongly preferred.