



WAYNE STATE UNIVERSITY

		ISSUED: 12/16/2019
TITLE: Facilities & Website Admin	SALARY TABLE: AP	CLASS CODE: PE380
UNION: P & A – Local 1979, U.A.W	SALARY GRADE: 13	EEO CODE: 5
JOB GROUPING: 5	FLSA: Exempt	EMPLOYEE CLASS: PE

POSITION PURPOSE

Manage and maintain the College of Education’s website as well as facilities operations projects and strategic initiatives. Serve as a member of the Dean’s leadership team and primary representative for the College on all website and facilities related matters. Ensure compliance with College and University policies and procedures and alignment with College and University strategic goals and objectives.

Essential Job Functions	% Time
Gather and prepare fresh content to post on College website. Identify, select and condense news and events. Track and maintain updates on information, requirements and services for academic courses, programs, certifications, scholarships, faculty profiles and other time sensitive, essential, and strategic content. Work with stakeholders to develop, edit, adjust, condense and finalize content in alignment with established goals and objectives.	15%
Oversee day-to-day building maintenance and problem resolution, including service calls for equipment and utilities. Serve as liaison to students, faculty, staff and guests on facilities matters. Work with custodial staff, department building coordinators, Facilities Planning & Management staff and engineers, and external contractors to handle requests, resolve problems and implement new and effective services and resources.	15%
Manage and lead website development projects and initiatives for the College. Serve as liaison with external and internal stakeholders. Represent the College with the media, K-12 schools, community partners, vendors, etc. Network with College leadership, academic division and program stakeholders to exchange information in open forums. Attend leadership team meetings, faculty assemblies, and serve on College and University committees and project teams.	13%
Oversee building, room, furniture and equipment projects for the College, including renovations, relocations, installations, etc. Manage special projects requiring long-range planning, needs assessment and cross-functional coordination among internal and external stakeholders. Assess space requirements and inventory usage of occupied space to recommend and implement changes. Assemble and direct resources necessary to achieve established goals and objectives.	12%
Conduct final review and approval of all content prior to posting, ensuring timely and accurate delivery of key online communications, information and resources. Ensure alignment with branding and awareness guidelines, compliance with academic accreditation and assessment requirements, and adherence to established policies, procedures and practices. Maintain ADA accessibility compliance and grant-funded programming and research requirements.	10%

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

Regularly conduct website data research and analysis to ensure search engine optimization (SEO) and best practices. Use heat maps and other data resources to identify patterns and trends in user engagement and interest. Monitor page hits, reactions, feedback, etc. Engage in professional development activities to stay abreast of current market trends and developments.	10%
Manage facilities-related project budgets, investments, and expenses. Analyze needs, establish specifications, research products, services, vendors, prices. Oversee purchasing process to ensure appropriate selection, policy and law compliance, cost effectiveness and prompt delivery and installation of equipment and services. Prepare and present related project proposals, reports and data as needed.	10%
Represent the College as a member of campus-wide facilities focused meetings, projects and committees, such as Facilities Forward Improvement team, Class/Campus Room Usage Committee, Building Coordinators Committee, Building Incident Response team, etc. Conduct building fire drills, incident readiness and other safety policy and procedure trainings.	5%
Conduct space and property inventories and maintain property control records. Manage building, suite and room access, including restricted and specialized room reservations and usage. Review and approve telecommunications requests. Oversee building signage and property maintenance. Engage in professional development activities to stay abreast of current industry market trends and developments.	5%
Perform other related duties as assigned.	5%

MINIMUM QUALIFICATIONS

Education Bachelor's degree

Requires a Bachelor's degree in Graphic Design, Website development, Information Technology, or related field.

Experience Experienced (minimum 2 years of job-related experience)

Two years minimum experience in facilities operations management. Two years minimum experience in website development and management.

Higher education experience preferred.

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Knowledge, Skills and Abilities

Strong project management and problem-solving capabilities in a dynamic and complex environment. Ability to take action in solving problems, while exhibiting judgement in weighing facts, exploring options, and developing a realistic understanding of issues.

Leadership and organizational skills; demonstrated capability of coordinating projects and activities to achieve strategic organizational goals and initiatives. Ability to lead others in adjusting effectively to changing conditions and demands.

Excellent communication and interpersonal skills; ability to plan, organize and effectively present ideas and concepts to diverse groups, verbally, visually and in writing. Ability to establish and maintain communication networks and pipelines, work in a confidential and diplomatic manner, build rapport and develop relationships with a broad range of people.

Ability to work collaboratively with others and inspire to achieve the mission of the organization. Ability to train, mentor, and professionally develop others. Ability to engage and influence others, foster collaboration, teamwork, and innovation.

Knowledge of multicultural issues and diversity across the information industry. Willingness and ability to lead, serve, and engage others in a multicultural environment.

Ability to conduct research and data analytics, prepare and present reports and information. Ability to work with management, users, and technical staff to analyze and diagnose off-track projects and identify resolutions.

Demonstrated skills in managing facilities operations and projects for an academic environment focusing on teaching, research, and service. Knowledge of operational policies, procedures and practices, along with applicable laws and guidelines.

Proficiency in website technology and applications, MS Office Suite products, HTML coding, Adobe Creative Suite and other technological applications and systems. Proficient editorial and creative skills including graphics design and content development. Ability to understand web layout, design, architecture, messaging and presentation.

WORKING CONDITIONS

ADDITIONAL COMMENTS

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