

JOB SUMMARY:

The Department of Psychology and the Example Lab is seeking an Office Move Coordinator to be responsible for a variety of activities related to the relocation of offices of select graduate students, staff and scientists. This work will be performed under the general supervision and in coordination with an administrative assistant

Goal: A 40% Stakeholder Liaison

Activity: A1 Serve as primary liaison with key stakeholders including: the Psychology Department and the Example Lab staff and scientists, Facilities Planning & Management office, Space Management Office, building maintenance and operations personnel, campus security and other campus entities.

Activity: A2 Serve as primary liaison with private moving vendors, furniture and equipment vendors, and IT vendors

Activity: A3 Determine and coordinate the expectations and requirements of each relocation stakeholder including identifying space utilization requirements and compatibility with health, safety and security codes

Goal: B 25% Renovation Manager

Activity: B1 Conduct assessment of current space conditions and renovation needs

Activity: B2 Contact and schedule renovation projects performed by outside contractors

Activity: B3 Track renovation expenses and ensure they comply with approved project budget

Activity: B4 Ensure ordering, delivery and appropriate installation of necessary office furniture and equipment

Activity: B5 Identify parking for vendors as needed

Goal: C 30% Relocation Coordinator

Activity: C1 Coordinate and communicate relocation process and moving schedule to all stakeholders

Activity: C2 Establish and coordinate moving services

Activity: C3 Establish and coordinate utilities and maintenance services

Goal: D 5% Other duties as assigned

Activity: D1 Duties assigned by supervisor as needed

Knowledge: 1 Excellent judgment and independent decision making skills in a high-profile environment, with significant impact on the image and standing of the Laboratory and the University.

Knowledge: 2 A demonstrated formal writing ability as well as excellent verbal and written communication skills necessary for organizing and managing checklist related to moving labs

Knowledge: 3 Excellent verbal skills and ability to lead orientation meetings and clearly convey rules and expectations to movers and stakeholders

Knowledge: 4 The ability to successfully work with individuals in a variety of capacities, including all levels of management, technical, and vendors, graduate students, and campus administration

Knowledge: 5 Strong organizational skills and ability to multitask multiple projects while working under tight deadlines and with constantly changing demands

Knowledge: 6 Demonstrated capability to work independently and with minimal supervision, setting one's own priorities to meet the demands of the job

Knowledge: 7 Knowledge of how to use computer networks, network security, shared drives and printers, and remote access of computer resources

Knowledge: 8 Basic knowledge of maintaining a budget, and understanding processes related to budgets, such as payment, auditing and tracking, purchasing, procurement and inventory management

SPECIAL REQUIREMENTS: