

Position Details

Summary

Operating Title	ASSOCIATE ARCHITECT
Long Classification Title	ASSOCIATE ARCHITECT
Campus Location	Durham
Department	UNH Campus Planning [UTARP1]
Summary of Position	Provide a wide range of planning and design process support to the University Architect. Independently translate building user requirements into completed repair, renovation, or construction. Manage the planning and design process for identified projects, including day to day management of consultant contracts. Provide building code guidance and actively participate in updates to the Planning, Design, and Construction Guidelines
Acceptable minimum level of education	Bachelor's
Acceptable minimum years of experience	5-7 years
Additional Job Information	
Posting Number	PS2125FY20
Other minimum qualifications	<ol style="list-style-type: none"> 1. Bachelor's degree in Architecture or related field and 5 years of related experience in planning, design and construction administration. 2. Experience in coordinating the design process. 3. Familiarity with building/life safety codes and handicapped accessibility requirements. 4. Familiarity with CADD, preferably AUTOCAD. 5. Freehand drafting ability. 6. Good communications skills, both written and oral.
Additional Preferred Qualifications	Professional architect registration, and experience as an owner's representative
Salary Information	Salary is complemented by a comprehensive benefits package which includes medical, dental, retirement, tuition, and paid time off.
Quicklink for Posting	https://jobs.usnh.edu/postings/39155
Percent Time Information (FTE)	1.00
Grade	20
EEO Statement	The University System of New Hampshire is an Equal Opportunity/Equal Access/Affirmative Action employer. The University System is committed to creating an environment that values and supports diversity and inclusiveness across our campus communities and encourages applications from qualified individuals who will help us achieve this mission. The University System prohibits discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, or marital status, genetic information, and political orientation. Application by members of all underrepresented groups is encouraged. Hiring is contingent upon eligibility to work in the U.S.

Institution Information	<p>The University of New Hampshire is an R1 Carnegie classification research institution providing comprehensive, high-quality undergraduate and graduate programs of distinction. UNH is located in Durham on a 188-acre campus, 60 miles north of Boston and 8 miles from the Atlantic coast, and is convenient to New Hampshire's lakes and mountains. There is a student enrollment of 13,000 students, with a full-time faculty of over 600, offering 90 undergraduate and more than 70 graduate programs. The University actively promotes a dynamic learning environment in which qualified individuals of differing perspectives, life experiences, and cultural backgrounds pursue academic goals with mutual respect and shared inquiry. The UNH Diversity Resource Guide with information and programming available in the seacoast area, New Hampshire and the region can be found here: https://www.unh.edu/hr/diversity-resource-guide</p>
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Posting Details

Posting Date	02/23/2021
Open Until Filled	Yes
Closing Date	
Posting Open to Internal Candidates Only?	No
Interested Internal Candidates Exist?	No
Job Category	Salaried Staff (Exempt)
Appointment Type	Regular
If TERM position provide projected end date	
Equipment/Instruments	
DOT Safety Information	None applicable

Duties / Responsibilities

Job Duties

Duty/Responsibility	<p>Either prepare design personally or direct the efforts of professional architect/engineer firms for assigned repair, renovation and new construction projects. Review design submittals. Ensure designs meet quality standards, support campus constituent needs and comply with applicable codes and University standards.</p>
Duty/Responsibility	<p>Provide oversight and meet with architects, engineers, contractors and University administrators and faculty regarding project programming, planning and design development, funding requirements, and construction progress. Independently resolve issues and provide direction on design. Coordinate with the University Facilities project managers throughout each project.</p>
Duty/Responsibility	<p>Provide support in studies related to space utilization and space requirements. Meet with campus constituents to understand space needs. Develop alternative solutions into complex, inter-related space issues affecting multiple campus organizations. Interpret campus space standards and apply independent judgement to recommend solutions.</p>
Duty/Responsibility	<p>Participate in the selection of architect/engineer firms. Determine appropriate fees. Negotiate fees with firms. Evaluate cost change proposals for assigned projects. Review contract documents. Review and approve consultant progress payments. Manage schedules and project budgets. Correspond with architects, engineers, contractors, and University administrators and faculty regarding project requirements, status, and other facility issues.</p>

Duty/Responsibility

Represent the Facilities Department on various committees and working groups. Provide facility expertise to these groups that affects outcomes.

Duty/Responsibility

Perform other duties requiring professional knowledge of building planning, design, construction, and utilization.

Duty/Responsibility

Prepare presentation materials for campus leadership providing project status including project documentation for presentation to the Board of Trustees.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Do you meet the definition of an Internal Candidate? Internal Candidates include: (1) active status employees who have completed the introductory period and (2) adjunct staff members who have been employed within USNH for at least 12 months in total and who have worked at least 1,000 hours during the 12 month period preceding the application for the position. Student employment does not apply toward internal status eligibility.
 - o Yes
 - o No

Documents Needed to Apply

Required Documents

1. Resume/Vita
2. Cover Letter

Optional Documents

None