

EXECUTIVE DIRECTOR OF CAMPUS STEWARSHIP AND UNIVERSITY ARCHITECT

Position Details

Summary

Operating Title	EXECUTIVE DIRECTOR OF CAMPUS STEWARSHIP AND UNIVERSITY ARCHITECT
Long Classification Title	ARCHITECTURAL PLANNER
Campus Location	Durham
Department	UNH Campus Planning [UTARP1]

Summary of Position

Reporting to the Associate Vice President for Facilities & Operations, this position is responsible for physical planning, design, construction, real estate, and spatial data for all locations for the University of New Hampshire. This position guides the vision and execution of the Campus Master Plan that is mandated by Trustee policy and updated approximately every 10 years with annual calibrations. The position works closely with USNH and University leadership, procurement services, and financial services; coordinates with host communities; and oversees a diverse professional staff that coordinates with campus constituents, selects and manages planning/design consultants and builders, assesses and prioritizes projects, and collects and maintains spatial data and project data. This position develops, interprets and enforces university standards and policies related to design and construction contracts.

Acceptable minimum level of education Bachelor's

Acceptable minimum years of experience 10+ years

Additional Job Information

Posting Number PS2126FY20

Other minimum qualifications Architectural registration is required in New Hampshire, or ability to attain it within six months of employment through reciprocity; familiarity with design and construction contracts and industry standards; strong presentation & communication skills; a commitment to sustainability and resilience in the broadest terms; and a multi-tasking ability, working with a wide range of campus and community constituents, administrators, government representatives, and consultants/contractors.

Additional Preferred Qualifications Master's degree in architecture; experience with campus master planning, familiarity with facility renewal strategies, and a demonstrated ability to work toward consensus.

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/39215>

Percent Time Information (FTE) 1.00

Grade 31

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

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>

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 Computer Access databases, AutoCad drawings, and spreadsheets

DOT Safety Information None applicable

Duties / Responsibilities**Job Duties**

Duty/Responsibility Review and approve designs for all projects and planning proposals and manage the preparation for all planning and design presentation materials to campus administrators, governmental entities, or Board of Trustees.

Duty/Responsibility Work with campus constituents and administrators, university system administrators, and governmental representatives on all matters dealing with campus master planning,

capital renewal and improvement planning, transportation planning, land planning, and real estate management. Provide consistent management and reporting for the design and construction of all University projects ensuring projects stay within approved scope, budget, and schedule. Represent the University before local planning boards or councils, state legislative committees, the university Board of Trustees and other community groups on general planning issues and specific project proposals.

Duty/Responsibility

Direct staff to provide comprehensive services relating to capital renewal and improvement planning, transportation planning, land planning, real estate management, GIS and DigSafe functions, space management, document management, facilities assessments, design and construction management of all University projects, ensuring projects stay within approved scope, budget, and schedule.

Duty/Responsibility

Direct the updates, revisions, and implementation of the Comprehensive Campus Master Plan, including preparation of mini-master plans and other master plan analyses, as needed.

Duty/Responsibility

Perform related duties as assigned

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