

Rhode Island Nursing Education Center (RINEC)
Job Description

Title: Manager, Facilities and Administration
Grade: 10
Status: Non-Exempt; 35 hours per week; may involve non-standard hours as required
Union Affiliation: NUNC (Non-union, non-classified)
Reports To: Executive Director, RINEC Administration

POSITION OVERVIEW:

The Manager, Facilities and Administration will provide management and oversight of the RINEC facility and its corresponding business services. Act as liaison on capital projects, when applicable.

The Rhode Island Nursing Education Center (RINEC) is overseen by the Rhode Island Office of the Postsecondary Commissioner. It is a shared facility between Rhode Island College School of Nursing (RIC SON) and University of Rhode Island College of Nursing (URI CON). The RINEC occupies approximately 131,000 square feet of South Street Landing. It includes shared simulation suites, skills labs, and classrooms as well as institutional faculty offices. The RINEC offers state-of-the-art learning environments for the nursing students of RIC SON & URI CON.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Manage facilities services within the RINEC tenant space; including, but not limited to: plan, supervise, track and evaluate all projects; serve as liaison to Property Management; manage the access system and ensure students, staff and faculty have appropriate access.
- Act as the management contact for all facilities and administrative operations.
- Act as point of contact between the Executive Director and external organizations/ State Agencies.
- Process confidential and important/complex documents, correspondence, agreements and leases. Research and draft written responses; review communications prepared by others for the Executive Director's signature.
- Responsible for obtaining information and making recommendations related to specific problems, activities or policies.
- Develop and maintain contractual, personnel and budget records, and ensure their confidentiality.
- Assist in the recruitment process for RINEC staff, including developing job descriptions, posting positions, reviewing applicants, and scheduling interviews. Prepare offer letters and facilitate process for finalists, including explanation of benefits offered.

- Maintain a current and prioritized agenda of issues and major items requiring attention and response by the Executive Director, ensuring prompt responses or follow through on requests for decision and action.
- Exhibit a high degree of tact and sensitivity, deal directly with the public, students, faculty, staff and officials on behalf of the Executive Director.
- Handle information of a sensitive and confidential nature.
- Perform other duties as required.

REQUIRED QUALIFICATIONS STANDARDS:

Education: Bachelor's degree required.

Experience: Minimum of five years' experience in a complex administrative role, preferably in education and/or facilities and operations setting, with responsibility for procedural development. Demonstrated ability to work in a culturally diverse environment.

Preferred Qualifications:

- Project Management Certificate; or work underway towards certification.
- Experience operating in a facilities role within leased tenant space.
- Working knowledge of the State Purchasing system.
- Prior experience with human resource management.
- Demonstrated experience developing and implementing administrative policies and procedures.
- Demonstrated knowledge of budgetary processes and analyses.

Required Skills, Knowledge and Abilities:

- Ability to work non-standard hours.
- Strong interpersonal skills and ability to communicate effectively.
- Experience working with students and faculty in the higher education environment.
- Ability to multitask in a fast-paced environment, and to work with minimal supervision in a deadline-driven environment, balancing multiple priorities, ability to handle information of a sensitive and confidential nature.
- Ability to work with diverse populations.
- Ability to interpret institutional policies, plans, objectives, rules, and regulations.
- Demonstrated experience using Microsoft Office Suite (Excel, PowerPoint and Word).

ENVIRONMENTAL CONDITIONS:

Office and clinical simulation lab environment. Varied laboratory conditions involving mechanical, electrical, and lifting hazards. Includes work with medical equipment including latex based products.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.