OVERVIEW

The University of Nevada, Las Vegas invites applications for Space Planning Analyst/Senior Space Planning Analyst, Space Management

Roles and Responsibilities
This split-funded position between UNLV Space Management and School of Medicine Space Management is responsible for maintaining accurate AutoCAD drawings of UNLV space (including UNLV Medicine), coordinating any changes with Planning & Construction, and updating data within Archibus Space Management software to develop plans to maximize space usage. It will also assist with campus relocations and provide support to the Director and Assistant Directors of Space Management.

Responsibilities include:
● Scheduling and coordinating Building Tours of campus to verify accuracy of floor plans.
● Accurate categorization of space based on the US Department of Education FICM codes.
● Updating floor plans and space data based on building tours, field verifications, and updates from Planning and Construction following the UNLV Office of Space Management's established standards.
● Updating and maintaining training manuals for the ARCHIBUS training classes.
● Assist with Introduction to ARCHIBUS and Departmental Review Survey Training Classes.
● Maintain the Department Contacts list.
● Administrative duties: answering phones, troubleshooting clients ARCHIBUS questions, etc.
● Providing excellent customer service to campus clients.
● Some travel to UNLV space outside of the Maryland Campus (ie, Medical District, Shadow Lane Campus, Sam Boyd Stadium).
Education and Qualifications
For Space Planning Analyst:
  ● Associate's degree or above from a regionally accredited college or university.
  ● Proficient in AutoCAD
  ● 1 year of related experience

For Senior Space Planning Analyst:
  ● Bachelor degree or above from a regionally accredited college or university.
  ● Proficient in AutoCAD
  ● Three years of experience as a Space Planning Analyst or related
  ● Excellent communication, organizational and interpersonal skills.
  ● Ability to multi-task, prioritize, and manage multiple projects.
  ● Flexibility with duties.
  ● Strong attention to detail.
  ● Demonstrated ability to think critically and use professional judgment.
  ● People person.
  ● Experience with MS Office.

Preferred Skills
  ● Bachelor's degree from a regionally accredited college or university.
  ● Familiar with the UNLV campus.
  ● A background in higher education, project management or medical facilities.
  ● Experience with the ARCHIBUS Space Management system.
  ● Experience with REVIT

How to Apply