



USC University of
Southern California

Space Planning Coordinator Job Description

JOB INFORMATION

Job Code:	181603
Job Title:	Space Planning Coordinator
FLSA Status:	Exempt
Supervisory:	
Job Family:	Space Planning
Job Family Group:	Facilities Management and Construction
Management Level:	7 Individual Contributor

JOB SUMMARY

Assists the planning and implementation of occupant, furniture, and equipment additions, changes, and moves to/from units. Coordinates and oversees small- to medium-level interior and facilities renovation projects, and monitors, records, and updates space and building occupancy and usage data. Ensures task and project compliance with USC Basis of Design (BoD) and all pertinent codes, guidelines, and policies. Coordinates with university entities and relevant stakeholders, keeping record of work orders and requests for successful project executions. Assists with space-utilization surveys, selection of building-standard furniture, fixtures and equipment, and preparations of annual and project-specific budgets.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study	
X		Bachelor's degree		
	X	Bachelor's degree		In
	X		Architecture	Or
	X		Interior Design	Or
	X		in related field(s)	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level	
X		3 years		
	X	4 years		

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience in space planning, architecture, interior design, or related fields.
X		Knowledge of computer-aided facility management (CAFM) systems and space databases.
X		Familiarity with Basis of Design, building, ADA, and Fire, Life, and Safety codes.
X		Demonstrated analytical, critical-thinking, research, and problem-solving skills.
X		Ability to interpret, analyze, and apply pertinent policies, procedures, regulations, and requirements.
X		Demonstrated assessment, interpersonal, networking, and oral and written communication skills.
X		Experience in a leadership and/or guidance role, with demonstrated networking, organizational, scheduling, and planning skills.
	X	Support services experience in architecture, engineering, construction management, design, and/or higher education.
	X	Demonstrated experience with computer-aided facility management (CAFM) systems, and space databases.
	X	Knowledge of with Basis of Design, building, ADA, and Fire, Life, and Safety codes.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Assists the planning and implementation of occupant, furniture, and equipment additions, changes, and moves to/from units. Works with vendors, staff, and relevant university stakeholders, solving problems and delegating tasks as needed.				
Coordinates and oversees small- to medium-level interior and facilities renovation projects (e.g., laying out, finishing, and replacing furniture) and complete tenant improvement [TI] build-outs. Assists the collection of data and submission of facility, key, and IT service requests.				
Monitors, records, and updates space and building occupancy and usage data. Organizes and maintains computer-aided facility management (CAFM) databases, and compiles and prepares reports for departments/units as needed or requested.				
Ensures task and project compliance with USC Basis of Design (BoD) documentation and guidelines, as well as building, ADA, and Fire, Life, and Safety codes. Ascertains and adheres to any pertinent space- and building-specific guidelines and policies. Provides recommendations for any desired or needed changes to facilities.				
Assists with space-utilization surveys, annual budget preparations, and selection of building-standard furniture, fixtures and equipment (FFE). Schedules, coordinates, and manages space-planning meetings, and prepares agendas and other presentation materials.				
Coordinates with university entities and relevant stakeholders (e.g., ITS, Facilities Management Service [FMS], University Communications), keeping record of work orders and requests for successful project executions.				
Assists in budget preparation and day-to-day administration of space-planning projects. Tracks and monitors expenditures, revises budgets as needed, and works with department/unit finance departments with processing invoices.				
Represents department/unit projects with Facilities Management Services (FMS) and Capital Construction Development (CCD). Reviews project details, blueprints, and processes, and prepares necessary reports and memos, as requested or needed.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.