



**Organization:** Virginia Union University (VUU)

VUU, founded in 1865, is one of the oldest historically black colleges in America, and is a premier liberal arts institution located in Richmond, Virginia. The University is accredited by the Southern Association of Colleges and Schools and provides a nurturing, intellectually challenging and spiritually enriching environment as it develops scholars, leaders, and lifelong learners. Virginia Union University has a student body of approximately 1700 undergraduate and graduate students (in the School of Theology).

**Organizational Contact:** Ms. Deborah Jones, HR Director

**Position Title:** Assistant Director/Project Manager for Facilities Management

**Position Type:** Full-time

**Job Description:** This position reports directly to the Director of Facilities Management; assists in the planning and coordination of physical plant assessments, physical plant troubleshooting/maintenance and project management; ensures that safety regulations, compliance, emergency procedures and facilities emergency management plans are in place and maintained; assists in managing project budgets, implementation, coordination, evaluation, and documentation; assists in overseeing maintenance operations to ensure proper upkeep and enhancements to the physical plant; and will be periodically required to work extended hours and weekends, and respond to emergency calls at all hours.

**Requirement/Qualifications:** Education: Bachelor's Degree (four year college or university) or any combination of experience in an appropriate discipline closely related to maintenance or facilities/environmental management. Experience: Three years related experience in project management, personnel supervision, building maintenance; experience in effectively prioritizing/shifting/executing tasks in the building trades/maintenance area. Strong computer skills including solid experience with Microsoft Office, facilities management software, and internet technologies; experience with computer-aided drafting. A valid Virginia driver's license is required.

**Salary:** Commensurate with Education and Experience

**How to Apply:** For qualified applicants, the application packet should contain a cover letter, resume, and a list of three professional references along with contact information. Submit complete packet electronically to [Resumes@vuu.edu](mailto:Resumes@vuu.edu)

Persons who need reasonable accommodation under the Americans with Disabilities Act to participate in the application process should contact the Office of Human Resources at 804-257-5841.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants without regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.