

## **West Virginia University Manager of Facilities Planning**

This position will provide leadership of the professional and technical staff within the Facilities Planning unit. Plans, coordinates, controls and direct the planning and programming activities as related to University projects. Coordinates, develops and directs activities related to space utilization, planning and analysis. Ensures updates and maintenance of existing building drawings, space data, University design standards, etc. Responsible for planning of campus development to assure the efficient, effective use of University's physical resources such as land, buildings, space and infrastructure. Assist senior administration in long and short range planning through the development of all aspects of campus planning from campus wide master planning to planning for the improvement of individual schools, colleges, or units. Activities include work at WVU Morgantown and regional campuses.

Bachelor degree in Planning, Architecture, Landscape Architecture, Interior Design or Construction Technology. Master degree in Business Administration, Engineering or Architecture desirable . Demonstrate experience planning major commercial or institutional buildings. Experience supervising staff. Management of multiple projects with responsibility of prioritizing work and administering schedules to ensure completion. Experiences in programming/space management/space assessment/space allocation (at a higher education institution preferred). Strong communication skills, both oral and written, are required for this position. Ability to review and understand architectural drawings. Clear understanding of planning principles and the ability to apply those principles to planning projects.

Salary range is from \$56,00 - \$60,000

Review of applications will begin December 18, 2009. A resume, letter of application and three professional references should be sent to:

[Rob.Moyer@mail.wvu.edu](mailto:Rob.Moyer@mail.wvu.edu)

or to:

Robert A. Moyer  
Director of Facilities Planning & Scheduling  
West Virginia University  
979 Rawley Lane  
P.O. Box 6572  
Morgantown, WV 26506-6572

A complete description for this position can be found at

<http://www.hr.wvu.edu/jobs>

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