

Dir, Capital Projects Studio  
Auburn University

Direct Link: <https://www.AcademicKeys.com/r?job=248436>

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Posted Nov. 7, 2024, set to expire Oct. 31, 2025

**Job Title** Dir, Capital Projects Studio  
**Department** Planning Design and Construction  
**Institution** Auburn University  
Auburn, Alabama

**Date Posted** Nov. 7, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Development/Institutional Advancement

**Job Website** <https://www.auemployment.com/postings/49740>

**Apply By Email**

**Job Description**

### Job Summary

Leads and directs the University's campus capital projects by administering the programs, procedures, and processes to ensure the safe and timely execution of all work

### Essential Functions

- Manages capital projects planning, including programming, design, construction management, and contract administration for Auburn University. Manages the program of all assigned design and engineering projects to ensure their successful completion.
- Develops and directs Capital Project Managers and the external consulting groups who work in support of department's mission. Establishes and administers programs, procedures, and processes to ensure the safe and timely execution of all work performed by the personnel

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working on Capital Projects.

- Develops and directs procedures for providing technical oversight and management of all projects and designs.
- Evaluates and makes recommendations concerning the long-range viability of Capital Projects and the proper relationship of one project to another.
- Guides processes for consultant selection and contracting by recommending the appropriate contract method(s) for delivery of services.
- Collaborates with the Director of Campus Planning and Space Management on master planning issues; collaborates with Facilities Management Leadership campus design standards.
- Communicates and maintains relationships with external regulatory agencies.
- Develops effective and efficient request for proposal procedures for project design to include, but not limited to, prequalification and contract award processes.

**Minimum Qualifications**

**Education**

Bachelor's Degree in Architecture, Engineering, Building Science, or related fields.

**Experience**

10 years experience in institutional facility design and complex building design of a wide range of building types. Must have at least 2 years of experience leading and managing professional staff on complex major planning initiatives and or projects

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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