

POSITION ANNOUNCEMENT

California State University International Programs (CSU IP) is seeking for a Building and Safety Coordinator. The position is based at the CSU IP Study Center in Florence, Italy and not a California position. This is a year-round, full-time position that requires evening and flexible work hours.

POSITION RESPONSIBILITIES

Under the general direction of the Associate Director of Finance and Operations, serve as the Building and Safety Coordinator. The Building and Safety Coordinator is vital in enhancing and fulfilling the safety and operational needs of the CSU Florence building. The coordinator is the point of contact for the building. It will involve scheduling and coordinating building activities, including janitorial and maintenance services, energy management, heating and cooling, fire and environmental safety, building security, and project management activities for the facility. The successful candidate shall:

- In collaboration with the CSU Florence's designated Safety and Security operator and the designated Healthy and Safety Manager, ensure compliance with building safety requirements, including inspections and certifications as required by law.
- Field, prioritize, and submit requests for repairs and renovations of the building and grounds, and other activities to the Associate Director through the Facilities Management System.
- Assist with communication of after-hours use of the building with appropriate personnel to ensure the safety and operational efficiency of the building and occupants.
- Coordinate and monitor building repairs and renovation projects and requests as required by law.
- Provide information on building occupant and user needs to assist Associate Director in the planning, preparation, and approval of electrical, plumbing, air conditioning, janitorial work schedules and other types of work affecting the building and surrounding grounds.
- Notify building occupants of routine building issues, such as fire alarm testing, water and electrical shutdowns, as well as energy conservation initiatives, waste and recycling efforts, and emergency preparedness and safety guidelines in a timely manner.
- Coordinate maintenance schedules to minimize classroom disruptions.
- Work with Associate Director in matters of safety and security for the building.
- Coordinate the locking and un-locking of the building as necessary, including after-hours events/activities; coordinate and maintain building access and ensure building access protocols are followed by building occupants and users; and building key distribution logs are current.
- Responsible for daily custodial operations for the study center. Ensure the building, offices, and classrooms is kept clean and in order.
- Work closely with Resident Director and Associate Director regarding issues related to safety, space inventory, capacity ratios, and facility maintenance.
- Oversee the upkeep of electronic equipment, include changing toner cartridges and supplying paper for printers and copier.
- Responsible for asset inventory and ensure there is adequate office supplies.
- Perform other duties as assigned.

REQUIRED QUALIFICATIONS

- Associate degree or equivalent.
- Exercise responsible judgment by identifying and prioritizing issues and recommending solutions within their scope of function and duties.
- Ability to distinguish between facilities emergencies and safety issues that should be addressed immediately and facilities and service disruption issues that can be addressed on a non-emergency basis
- Demonstrated ability to operate Macintosh and PC computers efficiently and effectively with advanced working knowledge in the latest versions of Microsoft Office 365 applications.
- Available to work evening and flexible work hours.

PREFERRED

- Bachelor's degree
- Experience with Italian higher education.
- Proficient in English and Italian. Excellent interpersonal skills, oral communication skills, and usage of language to clearly convey information verbally and in writing.
- First Aid Certification

COMPENSATION AND BENEFITS

- Subject to all rights and benefits given by law to all Italian employees
- The hiring range is between 21.000 and 27.000 euro gross per year, depending on qualification and experience. Paid in a 13-month paycheck according to the applicable Italian contract.

APPLICATION DEADLINE

Position will be opened until filled. Submit a cover letter and vita/resume to csuiprecruitment@gmail.com.