

**UNIVERSITY OF ARKANSAS AT PINE BLUFF**  
**EXTENSION ASSISTANT SPECIALIST/FACILITIES MANAGER**  
**SCHOOL OF AGRICULTURE, FISHERIES AND HUMAN SCIENCES**

**Description:** The Extension Assistant Specialist/Facilities Manager serves as a staff member within the School of Agriculture, Fisheries and Human Sciences Administrative Team. The Extension Assistant Specialist/Facilities Manager serves under the immediate supervision of the Dean/Director (School of Agriculture, Fisheries and Human Sciences).

**Duties and Responsibilities:** The applicant will need to have project management experience in that (s)he will be required to manage all USDA 1890 Facilities Funds projects. In addition, the Facilities Manager is responsible for making sure that buildings and their services meet the needs of the people that work in them. The Facilities Manager is accountable for services such as cleaning, security and parking, to make sure the surrounding environment is in a suitable condition to work. Overseeing and agreeing contracts and providers for services including security, parking, cleaning, catering, technology and so on. Supervising multi-disciplinary teams of staff including cleaning, maintenance grounds and security. Ensuring that basic facilities, such as water and heating, are well-maintained. Other duties as requested by the Dean/Director.

**Qualifications:** B.S. degree plus at least two years of experience in facilities management. Other job related education and/or experience may be substituted for all or part of these basic requirements upon approval of the Search Committee.

**Salary/Fringe Benefits:** Commensurate with qualifications and experience. Group health, life and disability insurance; retirement; social security; workers compensation, paid holidays, vacation and sick leave, tuition discounts for employee, spouse and dependent children.

**To Apply:** A letter of application, resume, official transcripts and three letters of reference should be sent to:

Search Committee for Extension Assistant Specialist/Facilities Manager  
c/o Human Resources Department  
University of Arkansas at Pine Bluff  
1200 N. University Drive  
Mail Slot 4942  
Pine Bluff, AR 71601  
E-mail: [uapbjobs@uapb.edu](mailto:uapbjobs@uapb.edu)

**Closing Date:** October 22, 2019 or until a suitable candidate is found.

*“UAPB is an Equal Opportunity/Affirmative Action Employer, and participates in E-Verify”*

**Posted: Adl 10/04/19**