Western Washington University
Director, Space Administration and Management

Position Description

Western Washington University, with over 16,000 students in seven colleges and the graduate school, is nationally recognized for its educational programs, students and faculty. The campus is located in Bellingham, WA, a coastal community of 90,000 overlooking Bellingham Bay, the San Juan Islands and the North Cascades Mountain range. The city lies 90 miles north of Seattle and 60 miles south of Vancouver, British Columbia. Western is the highest-ranking public, master's granting university in the Pacific Northwest, according to the 2019 U.S. News & World report rankings.

The Director of Space Administration and Management oversees Western’s space management program. The Director utilizes innovative space planning strategies to create spaces and environments that support a diverse university community. The incumbent evaluates space use and determines space allocations and assignments, ensuring that space is used efficiently and effectively in accordance with the University’s strategic priorities. In collaboration with campus stakeholders, the Director oversees building access, departmental and multi-departmental moves, and space planning. Additionally, the Director performs strategic and operational studies for space initiatives, assists with planning, and ensures that proposed projects address the space needs of the University.

Typical duties include:

- Perform strategic and operational studies for space. Ensure that proposed projects demonstratively address the needs of the University.
- Develop and maintain space management policies consistent with higher education practices and trends. Create university space standards, procedures, and metrics.
- Member of the Steering and Project Committees for Space Modeling and Capital Project development, design and construction. Committees oversee the planning and approve the final design and construction documents for Western projects.
- Working with Facilities Development and Capital Budget, develop plans for, oversee and advise on departmental and multi-departmental moves, including moves due to public works projects or institution-wide initiatives.
- Collaborate with current managers of spaces and discuss options and reassignments of space within and between departments.
- Develop contingency plans for building emergencies.
- Supervise and oversee work of Space Analyst.
**Required Qualifications:**

- Bachelor’s degree
- Experience in space management and planning, campus planning, and/or building design.
- Ability to read and understand site plans, floor plans, sections, and other project development documents.
- Experience in performing data gathering, data and statistical analysis, and report writing.
- Experience in database development and management, data retrieval techniques, and related software programs.
- Demonstrated ability to work in a diverse and inclusive team environment, form positive, collaborative relationships with various constituencies and be responsive to a variety of needs within the organizational community and external agencies.
- Very strong written and verbal communication skills.
- Commitment to and understanding of diversity, equity, and inclusion issues.

**Preferred Qualifications:**

- Bachelor’s Degree in Business or Public Administration, Building Science, Engineering, Community/Urban Planning, Architecture, or related field.
- Experience with AutoCad, Revit, or other design software.
- Knowledge of relevant building code requirements.
- Progressive experience with construction and/or capital projects, project management, techniques, and related documents.
- Progressive experience in formulating and implementing strategic initiatives.
- Working knowledge of the methods, practices, and procedures of higher education space management, facilities planning, space planning and related capital programs, space and system furniture layout specifications, and/or institutional space planning.