

Space Data Analyst

UMass Medical School

GENERAL SUMMARY OF POSITION:

Under the general supervision of the Director of Planning & Data Services, the Space Data Analyst is responsible for maintaining the current space information management system and performs comprehensive surveys and analyses for all UMass facilities (5+ million square feet of space).

This individual will analyze building and space uses through graphical and database queries. Provide drawings, data and charts for presentations as necessary to review and illustrate space assignments and other recommendations for existing, remodeled, new and proposed space.

MINIMUM QUALIFICATIONS:

- A Bachelor's Degree in planning or related field and three to five years of experience in space analysis, space planning, space information management, or equivalent.
- Fluent with AutoCAD Architectural Desktop 2004+ and the Microsoft Office Professional Suite of applications
- Possess ability to handle multiple projects, prioritize, and understand scope of work
- Knowledge of Adobe Acrobat/Photoshop, Microsoft Access or FMDesktop a plus
- Experience with relational databases including the ability to develop ad-hoc queries using tools such as Access, Crystal, or advanced spread-sheet and word processing skills
- Ability to work independently with minimum supervision
- Possess good technical writing, communication, presentation and interpersonal skills.

MAJOR RESPONSIBILITIES:

- Evaluate building and space uses through the use of database and graphical queries and provide decision support information to review research and make recommendations on space. Using AutoCAD drawings as necessary to efficiently capture, store, update, modify and display information
- Analyze proposals and requests for space from all campus units. Coordinates and interacts with various campus offices and departments, offering support with proposals and requests for space
- Conduct specific studies related to space and facilities planning and use
- Create, coordinate, and facilitate business processes for maintaining accurate space information
- Perform benchmarking studies, space audits and the archival of historical space data for the University
- Works on special projects and performs other duties to support the planning function, as assigned
- Additionally, the person in this role will modify or enhance AutoCAD space drawings as necessary to extract relevant building and room data, consult with departments regarding facilities and room information, and update the database to reflect departmental, room use or occupancy changes.

The successful applicant will also develop reports using tools such as Access or Excel on the utilization of space and other management reporting.

SUPERVISION RECEIVED: Under the general direction of the Director of Planning & Data Services.

SUPERVISION EXERCISED: Functional management of other department heads and staff from other departments on a project related basis.

ENVIRONMENTAL WORKING CONDITIONS: May perform work in all Medical Center Facilities and is subject to possible exposure to chemicals, gases, electrical shock; may work in confined spaces, on ladders. Must be able to perform all essential functions of this position with reasonable accommodation if disabled.

UNIVERSITY OF MASSACHUSETTS MEDICAL SCHOOL

The University of Massachusetts Medical School, one of the fastest growing academic health centers in the country, has built a reputation as a world-class research institution, consistently producing noteworthy advances in clinical and basic research. The Medical School attracts more than

\$174 million in research funding annually, 80 percent of which comes from federal funding sources. UMMS is the academic partner of UMass Memorial Health Care, the largest health care provider in Central Massachusetts.

Apply online using this address: <https://www.jobs-umassmed.org/umm/jobboard/Default.aspx?VT=ExtCan>

Resumes may also be mailed or faxed to: Human Resources, University of Massachusetts Medical School, 419 Belmont Street, Worcester, MA 01604, 508-856-2390. Please reference code (07-1739) .