



**Senior Project Manager (full-time, 35 hours/week)**  
**Facilities Planning & Construction**  
**Position 102038**

**Position Summary:** Develops program, design, and construction documents for new construction, renovation, and remodeling projects. Manages construction projects to successfully complete them on schedule and within budget. Coordinates design and construction logistics with the Facilities Maintenance & Operations (FMO) Department.

**Essential Responsibilities Include:** Functions as an authorized University representative in coordinating and supervising professional consultants and contractors of a project in an effort to maintain project schedules, budgets, and programs. Responsible for coordinating numerous design and construction projects simultaneously, including the development of drawings and specifications. Responsible for generating reviewing and analyzing design drawings, specifications, contracts, budgets, schedules, and related documents. Responsible for supervising projects through design, construction, and warranty phases, including project meetings, inspections, and processing payments. Coordinates with the FMO and FAS on all design and subsequent construction project activity and schedules as it relates to each department. Provides technical support to Facilities' Maintenance Division in areas of design and construction within present facilities. Coordinate with strategic Sourcing and procurement office in issuing RFPs, conducting pre-bid meeting and reviewing proposals. Coordinate with District of Columbia (DCRA) for permitting.

**Minimum Qualifications:** Bachelor's degree in architecture, engineering and/or facilities related field. Minimum five (5) years facilities management/construction management. Estimating/project management experience. Experience in design, construction and facilities support.

Interpretation of specifications and plans, preparation of construction estimates is essential to this position. Ability to work in Microsoft Project or similar estimating and project control program. Ability to work in CADD systems. Work experience in a diverse workforce preferred. Previous experience with project programming, budgeting a plus.

**How to apply:** forward application, resume, and cover letter with salary requirements as an attachment to (salary expectations are considered part of application process): [CUARecruitment@cua.edu](mailto:CUARecruitment@cua.edu). Reference position 102038 in subject line of email. Please do not include photos on resumes and save documents with first/last names. **All applicants must be supportive of the mission and vision of *The Catholic University of America*.** Position is open until filled.

**THE CATHOLIC UNIVERSITY OF AMERICA**  
*Office of Human Resources, 170 Leahy Hall*  
*620 Michigan Avenue, NE*  
*Washington, D.C. 20064*  
*(202)319-5050 FAX (202)319-5802*