

**Assistant Director for Facilities Services, Tulane National Primate Research Center
Tulane University
Covington, Louisiana**

The Tulane National Primate Research Center (TNPRC), one of only eight NIH-supported National Primate Research Centers (NPRC) and among the largest, is located on Tulane's North Shore campus in Covington, LA. With a national mission to improve human and animal health through basic and applied biomedical research, TNPRC houses about 5,000 nonhuman primates from six species. Dedicated in November of 1964, the Center is part of Tulane University Health Sciences along with the School of Medicine, the School of Public Health and Tropical Medicine and the School of Science and Engineering, all of which are in New Orleans.

The Assistant Director for Facilities Services is the **top facilities executive** and is responsible for the management and coordination of facilities services support for the 500-acre campus. The Assistant Director has responsibility for a \$4.5 million operating budget and manages a total staff of 44 with functional units of Maintenance, Engineering, Grounds keeping, Refuse and Central Glassware/Laundry. S/he oversees efficient operations, maintenance, modification and protection of all facilities and properties, and equipment necessary to provide a comfortable, healthy and safe environment for all faculty, staff, visitors and employees. It is critical for the Assistant Director to maintain regulatory compliance of research animal housing facilities.

Additionally, as a member of TNPRC's Strategic Planning team, the Assistant Director will be instrumental in guiding TNPRC's Strategic Site Master Plan. This will involve coordinating activities with design professionals and construction contractors to ensure projects are completed within time, cost and quality limits as well as playing a key role in preparing grant specifications and requests and in writing grant proposals in a timely fashion.

Key Selection Criteria and Requirements: Bachelor of Science degree and a minimum of five years of facilities management experience to include scheduling, staffing and financial budgets, and accountability. A degree in Industrial Engineering, Industrial Technology, Engineering, Facilities Management, Physical Plant Management or Business Management is preferred. A collaborative and relational leader with demonstrated experience in managing and mentoring staff as well as superb written and oral communication skills will be essential. Strong technical and systems expertise, experience in process improvement, the ability to read construction plans, schematics, and job and constructions orders is also required. Likewise, the ability to understand, repair, or direct repair of equipment including HVAC, power equipment, ground equipment and small hand tool equipment is a requirement. Commercial and/or any license or certificates of completed training in trades of facility operations is preferred.

To Apply: Email Tulane@divsearch.com.