

The University of Texas at San Antonio

Job Description

Job Title: Interior Design Coordinator
Code: 15094
Salary Grade: 61
FLSA Status: Exempt
Department/Division: Facilities Planning & Development
Reports To: University Architect

Summary

Function:

Under general supervision and with limited latitude for the use of initiative and independent judgment, performs professional architectural and interior design service for the University.

Scope:

Responsible for interior design support services including space programming, interior and exterior color schemes, window treatments, carpet, paint, and furniture.

Duties

▪ Typical:

1. Meet with clients to identify requirements of the project.
2. Work with clients to design or renovate spaces to meet their standards.
3. Coordinates with University Architect on architecture and interior design projects.
4. Recommend materials and furnishings, such as lighting, furniture, wall finishes, flooring, etc.
5. Provides support to Office of Space Management including mock-ups and confirmation of existing conditions and scope.
6. Enhance the function, safety, and aesthetics of interior spaces.
7. Work with vendors and clients on the selection of components to be approved by client.
8. Choose color palettes.
9. Develops and co-manages project schedules, scope and budgets with University Architect.
10. Conducts regular review meetings in order to inform superiors of any project schedules, budgets, and scope at the Design Development phase when others are not involved.
11. Prepares preliminary small to mid-size interior conceptual design drawings for client review.
12. Inspects installed components and follows up on replacements/repairs.
13. Coordinates with the Project Managers or Construction Managers all project activities.
14. Uses computer assisted design software and equipment to prepare and review design documents; schedules review meetings as required.

- 15. Assists in the development of FF&E bid documents and general procurement process.
- 16. Inspects work in progress to ensure workmanship conforms to specifications and the adherence to construction schedules; confers with supervisory and project management personnel, inspectors, and suppliers to resolve construction or remodeling problems and improve construction or installation problems.
- 17. Complies with all State and University policies.
- 18. Performs other duties as assigned.

- Periodic:

- 1. N/A

Education

Required	Preferred
Bachelor's degree in Architecture, Interior Design, Project Management, or related field from an accredited institution.	Master's degree in Architecture, Interior Design, Project Management, or related field from an accredited institution.

Other Requirements

Required	Preferred
Proficiency with the latest release of AUTOCAD and Revit. Proficiency with sketch-up or similar 3D modeling software. Knowledge of federal, state, and local rules and regulations. Experience with MS Office (Excel) Valid Texas State Driver's License Motor Vehicle Registration Check (MVR) Criminal Background Check (CBC). Ability to work in a collaborative manner -- team player. Ability to effectively communicate. Knowledge of building space utilization and management strategies. Knowledge of supervisory practices and principles. Ability to build consensus regarding building space decisions.	Familiarity with Access software. Working toward the testing requirements of a valid professional Texas Architect or Interior Design Registration

Experience

Required	Preferred
One year of experience, directly related to the	Three years of experience, directly related to

statement of duties and responsibilities. Supervisory experience of consultant project teams.	the statement of duties and responsibilities. Supervisory experience of consultant project teams.

Equipment

Required	Preferred
Personal computer, including the Microsoft Office Suite and standard office equipment	N/A

Working Conditions

Usual	Special
Normal office conditions	Ability to tour building space for extended period of time.
Requires occasional travel using personal vehicle to go to various campuses.	

Supervision

Received	Given
General supervision by the University Architect.	Direct supervision of assigned staff.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
