

AEC & Valley Building Manager Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=255987>

Downloaded On: Apr. 21, 2025 10:52pm

Posted Apr. 21, 2025, set to expire May 5, 2025

Job Title AEC & Valley Building Manager
Department Staff
Institution Community Colleges of Spokane
Spokane, Washington

Date Posted Apr. 21, 2025

Application Deadline 05/05/2025
Position Start Date Available immediately

Job Categories Professional Staff
Director/Manager

Academic Field(s) Administration - Other

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Job Description

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AEC & Valley Building Manager
Community Colleges of Spokane

Location:Spokane CC Main Campus Spokane

Department:SCC Adult Education

Salary Range: \$65,497 - \$74,041

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Starting salary for this position is: \$65,497 (Annually)

The salary range represents the earning potential for this position, through training, evaluations and years spent working in this position with Spokane Colleges.

About Us

Spokane Community College, part of Spokane Colleges, serves 15,000 students with career technical, liberal arts, and adult education programs in Spokane and surrounding rural communities.

Applications will be accepted until 4:00 p.m. PST on 05/05/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.

About the AEC & Valley Building Manager

JOB SUMMARY

Reporting to the Assistant Dean of Adult Basic Education (ABE), the AEC and Valley Building Manager is responsible for daily oversight of two off-campus centers providing educational services to the community.

This position manages the Adult Education Center (AEC) and the Valley Center and ensures classrooms, labs and general areas are maintained, safe, and ready for students.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Building Manager

- Manage the daily operations of the AEC and the Valley Center. Ensure both centers are maintained and present a welcoming environment for current and prospective students. *
- Monitor and track instructional technology in ABE classrooms at both centers to ensure technology is operational and that classrooms and labs have the appropriate setup and materials.

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- Work with administration, security, Information Technology (IT), Head Start, property management companies, and facilities to maintain both centers. *
- Update signage and noticeboards as needed and make recommendations for improvements. *
- Manage 25live (event and space management system) for both centers. Ensure 25Live is updated regularly and accurately reflects use. Prepare reports as needed. *
- Oversee customer service for both centers. Direct visitors, address requests and inquiries, and troubleshoot student questions. *
- Coordinate with the Dean's office for AEC and Valley Center office supplies and copier maintenance. *

Program Support

- Coordinate recurring center team meetings and communications, being sure to involve all relevant stakeholders. Develop and maintain communication within the team of faculty and staff to ensure effective educational services are provided. *
- Serve as a liaison to campus resources to ensure AEC and Valley Center students have access to available resources and supports. *
- Coordinate procedures for student supports such as food pantry distribution. *
- Provide support to faculty, staff, current and prospective students regarding services, policies and procedures as related to the building and facilities. *
- Work with SCC and Spokane Colleges' outreach and marketing departments to recruit, market, and advertise programming. *
- Supervise (train, schedule, evaluate, discipline and respond to grievances) classified, part-time hourly, work-study, and temporary employees. Adhere to the classified contracts and all district rules and regulations ensuring efficient operations of the centers. *

Division Support

- Provide information to prospective students and members of the community about ABE programs, services, and resources as needed.
- Represent the ABE division on district and college facility and safety committees. *
- Participate in the Adult Education Division Administrative team. *
- May be responsible for assigned budgets.
- Model professional decorum and mutual respect in all personal interactions. *
- Comply with district policies, procedures and directives, state and federal regulations, orders and

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statutes and collective bargaining agreements. *

- Support and advance Spokane Colleges' strategic plan, and perform other duties as assigned. *

**Indicates this is an essential duty*

COMPETENCIES

- Manages Complexity
- Decision Quality
- Action Oriented
- Plans & Aligns
- Ensures Accountability
- Collaborates
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Situational Adaptability
- Manages Ambiguity
- Communicates Effectively
- Values Differences
- Interpersonal Savvy
- Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- Bachelor's degree in education, management, or a related field. Or an equivalent mix of education and experience that demonstrates the candidate meets all competency requirements for this position.
- Demonstrated ability to take initiative, work independently, and problem-solve.
- Experience working within a team.
- Excellent communication skills both orally and in writing.
- Experience with Microsoft Office software.
- Ability to collect and interpret data for reports, and to project trends.
- Effective interpersonal skills.

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DESIRED QUALIFICATIONS

- Program management experience in a higher education environment.

PHYSICAL REQUIREMENTS

- Work is performed in an office environment with frequent interruptions and background noise.
- Work is sedentary.
- Frequent use of computers.
- Work directly with students/clients.

CONDITIONS OF EMPLOYMENT

- Contract 12-month position.
- This position is overtime eligible.
- Requires travel between centers.
- Criminal background check is required.

Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.

Benefits Information

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This is a contracted, exempt management position. Medical, dental life and long term disability insurance benefits are provided as currently administered under the Public Employees Benefits Board; TIAA-Cref retirement plan or WA State Retirement Plan. Vacation leave accrues at the rate of 14.67 hours per month (22 days per year) and sick leave accrues at the rate of 8 hours per month, effective upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.)

[Public Employees Benefits Board](#)

[Additional benefits information](#)

Required Application Materials

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.
- College transcript(s) if applicable - unofficial/copies of transcripts are acceptable; official transcripts are required upon hire.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at CCS.Recruiter@ccs.spokane.edu.

Equal Opportunity Institution

Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic information, or any other legally protected category.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or

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grievances to:

Fred Davis | Chief Human Resources Officer

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/aec-valley-building-manager-spokane-washington-united-states-cc668c44-42ed-4785-be10-cf26e12a2d1b>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff

Community Colleges of Spokane

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