

**Capital Planning Specialist
College of Lake County**

Direct Link: <https://www.AcademicKeys.com/r?job=263766>

Downloaded On: Oct. 10, 2025 5:54pm

Posted Oct. 10, 2025, set to expire Feb. 5, 2026

Job Title Capital Planning Specialist
Department Capital, Sustainability & Construction Management
Department (Mahsa Karamy)
Institution College of Lake County
Grayslake, Illinois

Date Posted Oct. 10, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

Apply Online Here <https://apptrkr.com/6634475>

Apply By Email

Job Description

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**Capital Planning Specialist
College of Lake County**

**Full Time
REQ-00000589**

Why choose the College of Lake County for your next opportunity?

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The College of Lake County (CLC) offers a competitive salary, excellent benefits that includes Blue Cross Blue Shield of Illinois health, Delta Dental and Superior Vision insurance plans, tuition support for employees and qualified family members, three retirement plans, disability, group and supplemental life insurance, health and dependent care flexible spending account plans, a compressed work week in the summer (Closed Fridays!), generous vacation, sick and personal time off and 14 paid holidays each year. Some benefits will not be available for part-time or part-time under 20 hours employees (ex: health insurance).

Position Title:

Capital Planning Specialist

Department:

Capital, Sustainability & Construction Management Department (Mahsa Karamy

Position Type:

Staff

Job Family:

Specialist

Job Summary:

The College of Lake County is seeking a highly organized and detail-oriented Capital Planning

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Specialist to support the operations of the Business Operations and Capital Planning Division. Reporting to the Director of Capital Planning and Sustainability, this position plays a key role in ensuring the efficiency and accuracy of project management, budget tracking, contract coordination, and compliance reporting.

This specialist will manage office and financial operations, assist with state reporting, support capital project planning, and ensure seamless communication and documentation across departments and external partners. The role involves working with systems such as Workday, Project Team, and Microsoft Teams to support capital project execution and institutional goals.

This is an excellent opportunity for a proactive professional who thrives on coordination, accuracy, and supporting capital development in higher education. If you're excited about contributing to the growth and sustainability of a college campus, we encourage you to apply.

Posting Date:

09/29/2025

Expected Start Date:

10/27/2025

Compensation Grade:

B32

Full-Time/Part-Time:

Full time

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Location:

Grayslake Campus

Total Hours Per Week:

40

Job Description:

Project & Process Management (70%)

- Monitor and analyze project budgets, purchase orders, change orders, and invoices.
- Assist with forecasting and budget planning for capital and division projects.
- Support financial reporting, budget documentation, and state-required submissions (e.g., ICCB reports).
- Draft, review, and manage vendor contracts using AIA and Workday, ensuring compliance with COIs, expiration dates, and board approvals.
- Coordinate purchasing activities, including P-card reconciliation, requisitions, and vendor payments.
- Track and resolve project cost discrepancies; maintain up-to-date PO and budget spreadsheets.
- Run bi-weekly ProjectTeam reports and share updates with leadership.
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Add and maintain project data and records in ProjectTeam and Teams.

- Maintain organized digital and physical files, including permits, drawings, and compliance documents.
- Assist in ensuring projects meet sustainability and regulatory standards.

Student & Customer Service (20%)

- Provide financial and administrative support to vendors, faculty, staff, and patrons.
- Manage room reservations, office supplies, and facilities work orders.
- Coordinate vendor access during campus closures and maintain communication with stakeholders.
- Prepare correspondence, internal reports, and assist with the annual budget and contract documentation.

Other Duties (10%)

- Participate in cross-departmental initiatives and campus events.
- Recommend improvements to internal processes and documentation systems.
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Perform other responsibilities as needed in support of departmental and institutional priorities.

Required Qualifications:

Bachelor's degree and two (2) years of professional experience in administrative support or related
OR

Associate's degree and four (4) years of professional experience in administrative support or related

OR

High School or equivalent, plus six (6) years of professional experience in administrative support or related

Strong knowledge of financial/accounting software such as **Workday**.

Proficiency in **Microsoft Office** (Word, Excel, PowerPoint, Outlook).

Ability to learn and use room scheduling software (e.g., **25Live**).

High attention to detail, strong analytical skills, and the ability to maintain confidentiality.

Preferred Qualifications:

Experience with **ProjectTeam** software or the ability to learn it quickly.

Bilingual (Spanish/English) highly desirable.

Work Schedule: M - F 8:00 - 4:30

Salary: \$25.42/hour

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EEO Statement

College of Lake County is an Equal Opportunity Employer with a policy of non-discrimination. Qualified applicants are considered without regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability and genetic information (including family medical history).

To apply, visit https://clc.wd5.myworkdayjobs.com/en-US/External/job/Grayslake-Campus/Capital-Planning-Specialist_REQ-00000589-1

Contact Information

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

Contact

Capital, Sustainability & Construction Management
Department (Mahsa Karamy
College of Lake County

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