

**CAMPUS HISTORIC PRESERVATION OFFICER**  
Facilities and Services  
University of Illinois

The Division of Capital Programs in Facilities and Services (F&S) at the University of Illinois at Urbana-Champaign is accepting applications for the position of Campus Historic Preservation Officer. This position is a full-time, academic professional appointment with primary responsibility for project planning at all levels, from project definition through design. Project planning duties include assisting in the evaluation and establishment of campus standards for project definition, planning, design, and methods of project delivery.

**Duties and responsibilities:**

- Support the Mission, Vision, Values and Guiding Principles of Facilities & Services.
- Understands the history of campus development, objectives of the current master plan and desired objectives of the Campus by participating in master planning efforts.
- Acts as campus liaison regarding historic preservation issues, with external organizations such as the National Park Service (NPS), the State Historic Preservation Office (SHPO), Illinois Historic Preservation Agency (IHPA) and local, state, and national historic preservation advocacy organizations to maintain and continue the historic heritage of the Campus.
- Acts as liaison for all campus units involved in planning for and execution of undertakings potentially affecting campus historic resources.
- Assists campus units in the pursuit of capital funding for campus historic resources. Write or assists campus units in grant application writing for funding addressing campus historic resources.
- Coordinates with University Counsel regarding undertaking/general administrative legal agreements regarding campus historic resources. Negotiates, drafts, and prepares for final execution programmatic and project memorandum of agreements regarding University/campus generated effects on campus historic resources.
- Completes historic architectural engineering archival research and reconnaissance surveys related to campus properties. Prepares, submits and presents National Register of historic Places (NRHP) and National Historic Landmark (NHL) nomination forms for campus historic resources. Acts as campus liaison for campus units to interested parties preparing NRHP/NHL nominations for submittal on their own initiative. Coordinates SHPO and NPS NRHP/NHL nomination notification process for campus.
- Prepares scope of work for IL HABS/HAER documentation projects and rehabilitative/re-adaptive use feasibility studies for campus historic resources. Selects and coordinates with archaeological survey contractors for any archeological investigation on campus property.
- Participates in plan presentations involving campus historic resources to the Chancellor's Design Advisory Committee concerning the modification, utilization, reuse, rehabilitation, reconstruction, presentation, and/or renovation of significant campus buildings, open spaces, and sites.
- Provides support for written, graphic, and computer presentation materials for various members of the Planning Department Staff.
- Assists the Client (Colleges, Departments, etc.) in determining the needs for new projects or renovations.
- Coordinates and determines the scope and feasibility of projects.
- Develops program statements for each project based on client and campus needs.
- Ability to perform space analysis and assess program requirements.

- Coordinates and determines feasibility or conceptualization of such projects.
- Determines, compiles, and reconciles project budgets with input from all pertinent parties for such projects.
- Assists in the preparation of the scope of professional services required for each project.
- Participates in the process for the selection of professional services consultants.
- Attends all planning meetings as the campus representative on assigned projects through Design Development.
- Develops periodic status reports for assigned projects.
- Provides architectural design assistance and interpretation to the clients and Project Management.
- Acts as consultant to Project Management for client requested change orders and professional services consultant amendments during design and construction.

## **POSITION REQUIREMENTS & QUALIFICATIONS**

### **EDUCATION REQUIREMENTS:**

Bachelor's degree (master's degree preferred) in architecture, architectural history, historic preservation or related field and a current professional architect license (Illinois preferred).

### **EXPERIENCE REQUIREMENTS:**

Knowledge of the Secretary of the Interior's Standards for Rehabilitation and federal and state Historic Preservation legislation. Three years of progressively responsible administrative experience in architecture or facility planning and management.

### **PREFERRED EXPERIENCE**

Ability to communicate well and coordinate the work of support staff.

Ability to make decisions regarding the quality / quantity of space needs of academic units.

Ability to manage multiple projects concurrently.

Ability to develop priorities.

Ability to negotiate solutions.

Proven track record of successful problem resolution.

### **KNOWLEDGE REQUIREMENTS:**

Familiarity with ADA Accessibility Guidelines and Illinois Accessibility code.

Familiarity with various Building Codes.

Familiarity with LEED rating system.

Moderate working skills and familiarity with AutoCAD and facilities management systems

Application Procedures: To ensure full consideration, please create your candidate profile at <https://jobs.illinois.edu> and upload your cover letter, resume, a copy of your undergraduate college transcripts, and the names/contact information for three professional references by October 26, 2017. Applicants may be interviewed before October 26, 2017; however no hiring decision will be made until after that date. For further information regarding application procedures, contact Nicole McCurry at [nmccurry@illinois.edu](mailto:nmccurry@illinois.edu).

This is a full-time, benefits eligible Academic Professional position. Anticipated start date is as soon as possible after the close of the search. Salary is commensurate with qualifications.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

The University of Illinois is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply. For more information, visit <http://go.illinois.edu/EEO>. To learn more about the University's commitment to diversity, please visit <http://www.inclusiveillinois.illinois.edu>