UNIVERSITY OF NEW MEXICO HOSPITAL – PLANNING AND CONSTRUCTION

JOB SUMMARY
Under the direction of Planning & Construction Leadership at UNM Hospital, this position will be a self-starter capable of delivering branded creative signage and graphic design support to the Facilities Services department and the entire Hospital organization. The position will also perform statistical, spatial, and graphic data analysis and assists with the planning and development of hospital space projects associated with renovations and new construction, as a backup. Incumbents in this position are required to maintain a space information system that assures accurate physical space utilization and inventory and serves as the primary resource for all technical issues and any questions regarding the management and analyses of data used in capital and space planning.

ESSENTIAL FUNCTIONS, DUTIES, AND RESPONSIBILITIES
MAINTAIN – Utilize hospital space planning software and databases to facilitate the storage and tracking, accuracy, and availability of data for hospital planning and space management purposes
DESIGN – Illustrating concepts by designing examples of art, size, type size, and style. Review and interpret proposed designs, architectural drawings, and building specifications for appropriateness for required fruition institutional standards
ANALYSIS – Ability to recommend space layout and designs for special reconfiguration and planning concepts by studying relevant information and materials
COMMUNICATION – Coordinate design review and risk assessment meetings with key department staff including construction planning, equipment, and furniture specifications
REPORTS – Respond to requests for information by creating various reports documenting the functional use of facilities and space to assist in short and long-range hospital planning
CONSTRUCTION – Participate in planning, coordinating, and formulating design alternatives and solutions for room renovation or new minor construction projects
INSPECT – Inspect the interior of buildings and office areas to evaluate suitability for occupancy considering such factors as layout, communications, location, and size, professional look, layout, neatness, and signage
AUDITS – Periodically evaluate hospital space to determine new needs and priorities and adjust accordingly with changing priorities
COMPLIANCE – Ensure project operations comply with design specifications, hospital standards, environmental safety, state, and federal policies and regulations
SIGNAGE – Generate appropriate signage and graphic communication for hospital space to ensure continuity with UNM Hospital branding standards and creating a wide range of graphics and layouts for product illustrations, hospital logo, and design software
PLANNING – Assist in planning for projects related to Furniture, Fixtures, and Equipment (FF&E); Information Technology and Communication (IT); and Architecturally Significant Equipment (ASE) for assigned departmental projects
DEVELOPMENT – Enhance professional growth and development through participation in educational programs, reading current literature, attending in-services, meetings, and workshops, and contributing to team efforts by accomplishing tasks as needed
EDUCATION REQUIRED Bachelor's Degree in Graphic Design, Interior Design, Architecture, or Fine Arts
EXPERIENCE REQUIRED • Up to 3 years directly related experience • In-depth knowledge of Adobe Creative Suite, AutoCAD, GIS, Microsoft Office**

CONTACT: Questions & Information - Adrienne Sanchez by email: adrsanchez@salud.unm.edu