



## **VACANCY ANNOUNCEMENT**

<b>POSTING #:</b> <b>2025-27</b>	<b>ISSUE DATE:</b> 11/14/2025	<b>EXTENDED CLOSING DATE:</b> 1/2/2026
<b>TITLE:</b> Building Services Coordinator 1	<b>TITLE CODE:</b> 40206	<b>RANGE:</b> A16
<b>UNIT:</b> Campus Services	<b>AVAILABLE VACANCIES:</b> 1	
<b>LOCATION:</b> Quakerbridge Plaza, Trenton, NJ	<b>SALARY RANGE:</b> \$51,479.83 to \$74,754.23	

**Note:** This is a provisional appointment, which will require final approval by the Civil Service Commission.

### **JOB DESCRIPTION:**

The New Jersey Higher Education Student Assistance Authority (HESAA) is seeking a detail-oriented and organized Building Services Coordinator 1 to assist in scheduling, coordinating, following up, and expediting the alterations, renovations, repairs, and maintenance of office space in HESAA buildings and other facilities as needed.

Under the direction of the Campus Services Supervisor or other supervisory officer within the Campus Services Unit, the incumbent reviews and processes requests for building and communication services, assists with vendor coordination and lease administration, and maintains detailed logs, files, and records to ensure that facilities operations are carried out efficiently and in compliance with HESAA and State procedures. This position plays a vital role in ensuring the safe, efficient, and well-documented operation of HESAA's facilities and leased spaces.

### **Key Responsibilities:**

- Review all requests for building or communication services and recommend actions to be taken.
- Assist in scheduling, coordinating, and expediting maintenance, repair, and renovation work.
- Prepare required documentation to establish new connections and maintain existing communication systems.
- Act as a liaison between the Authority, vendors, landlords, contractors, and state agencies to ensure timely completion of services and compliance with lease and maintenance requirements.
- Set up and maintain log books and files on all work orders, leases, maintenance requests, and contractual services.
- Approve and process rent and tax escalation vouchers and maintain fiscal records for all leased properties.
- Assist in the maintenance of HESAA offices, including contacting vendors and lessors for emergency work.
- Physically inspect locations for work requests and assist in consolidating or prioritizing related work requests.
- Maintain and update blueprint and floor plan files following alterations or renovations.
- Prepare clear, accurate, and informative communications and reports related to facilities operations.

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- Learn to utilize various electronic and manual systems used by the Authority for facility management and recordkeeping.
- Performs other related duties as assigned.

### **POSITION REQUIREMENTS:**

**Education:** Graduation from an accredited college or university is preferred but not required.

**Required Experience:** Two (2) years of experience in property maintenance, including scheduling, coordinating, and expediting alteration, renovation, and repair work, and vendor management.

**License:** Appointee will be required to possess a valid New Jersey driver's license for the operation of HESAA fleet vehicles to perform the essential duties of the position.

### **Knowledge and Abilities:**

- Knowledge of property maintenance and vendor management procedures.
- Knowledge of interpreting blueprints, drawings, and specifications, and evaluating technical data.
- Knowledge of telephone and communication systems and equipment.
- Ability to acquire knowledge of legal terminology used in interpreting lease contracts, bonding, and insurance.
- Ability to approve and process rent and tax escalation vouchers, and coordinate vendor services.
- Ability to organize assigned work, maintain logs and records, and develop appropriate work methods.
- Ability to prepare clear, sound, accurate, and informative reports.
- Ability to learn to utilize electronic and/or manual information systems used by the Authority.
- Ability to organize assigned work, prioritize tasks, and meet deadlines.
- Strong communication and coordination skills when working with vendors, landlords, and internal staff.

### **APPLICATION PROCESS:**

Interested candidates must e-mail [careers@hesaa.org](mailto:careers@hesaa.org) with reference to **Job Posting #2025-27** in the e-mail subject line and include a cover letter and resume. If you are applying for multiple positions at HESAA, you must submit separate applications in response to a Vacancy Announcement and reference the individual Job Posting Number in the e-mail subject line.

### **IMPORTANT NOTES:**

**SPECIAL NOTE:** This position may be eligible to work remotely for up to two days in a calendar week after completing a four (4) month working period following start date.

**SAME APPLICANTS:** If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information, visit the [SAME Program Website](#), email: [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov), or call CSC at (609) 292-4144, option 3

**Foreign Degrees:** Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included

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with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

**Residency:** As of September 2010, in accordance with N.J.S.A. 52:14-7, the “New Jersey First Act,” all new employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey, or to secure an exemption. For more information, please visit: [Civil Service Commission | NJ First Act](#).

**Work Authorization:** Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. HESAA does not provide sponsorship or accept student visas, F1 or H1B work authorization visas.

**License:** Appointees will be required to possess a driver’s license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**Background Check:** Newly hired employees must agree to a thorough background check.

**Employee Benefit(s):** As employees of the State of New Jersey, the New Jersey Higher Education Student Assistance Authority (HESAA) offers a wide-ranging benefits package

#### **Health and Wellness**

- Health, Dental and Prescription Plan
- Life Insurance
- Flexible Spending Accounts
- Employee Assistance Program (EAP)

#### **Financial Security**

- Pension, Retirement Plans
- Deferred Compensation Plan

#### **Work Life Balance**

- Paid Leave (Vacation, Sick and Personal Days)
- Alternate Work Week Options\*
- Telework Opportunities\*

#### **Professional Development**

- Tuition Reimbursement
- Access to Learning and Development Opportunities

\*Subject to agency policy, procedures and/or guidelines.

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