

PROJECT DIRECTOR
TEMPLE EDUCATIONAL CENTER

Job Description

Temple University, Japan Campus (TUJ), is planning to develop a multi-tenant, multi-user educational center in central Tokyo. Scheduled for completion in mid-2010, the Temple Educational Center (TEC) will be large enough to accommodate TUJ's anticipated growth until the year 2020, as well as house an international high school, a preschool, and other education-related tenants. It will also function as an "educational community center" both for Tokyo's foreign community and for Japanese people seeking international educational and exchange opportunities.

The TEC will be built on land expected to be obtained through a public competition likely to be held in mid-2007.

To oversee the TEC Development Project, TUJ is seeking to hire a Project Director, reporting directly to the Dean of TUJ.

Job Summary

The Project Director will be fully responsible for overseeing the planning and implementation of the TEC Development Project, including ensuring that the project is completed on budget, on schedule, and in keeping with TUJ's business objectives.

Responsibilities

The Project Director's responsibilities will include the following.

- Serve as TUJ's primary point of contact for the TEC Development Project and be responsible for the day-to-day coordination and management.
- Help prepare TUJ's presentation for the land competition.
- Represent TUJ in obtaining government approvals and permits.
- Develop the TUJ Space Program for the TEC, working with various departments and programs at TUJ. This document, which will form the basis for the architect's work, will include space requirements, needed and preferred facilities, and the "look and feel" of the TEC.
- Represent TUJ's interests in coordinating and managing the professional team of consultants and partners in the project including the project manager, architect, construction company, value-engineering firm, and others.
- Work with the project manager to develop a master schedule showing various

phases with specific goals

- Work with the project manager to oversee the project budget, payments, and control procedures.
- Provide the development partners with critical user decisions as necessary to keep the project on schedule and on/under budget, including those handling contracts, permits, and schedules.
- Work with the project manager and value-engineering firm to proactively conduct value-engineering and problem-solving sessions as needed.
- Supervise support staff.

Qualifications/ Skills

The successful candidate will have the optimum combination of the following qualifications.

- Experience overseeing, as the owner's representative, complex real-estate/construction projects.
- Significant know-how in the technical aspects of building development projects, including design and construction contracting, procurement procedures, quality controls, and operation.
- Significant work experience in Japan.
- Organizational skills, specifically in coordinating and chairing meetings and in managing multiple projects simultaneously.
- Negotiation skills, especially in resolving conflicts and mediating disputes between various parties with conflicting needs
- Knowledge of project accounting and financial analysis
- Proven ability to work in and with teams and to help teams reach a consensus on complex issues.
- Leadership skills, especially the ability to motivate others and to make and firmly implement decisions.
- Bilingual (English/Japanese).

This is a fixed-term contract position. A competitive compensation and benefits package, reflecting the successful candidate's qualifications and experience, is being offered.

Interested individuals are encouraged to submit their resumes (in English) and the names of three references, along with a statement discussing his/her qualifications for the position, to jobs@tuj.ac.jp. There is no application deadline – applications will be accepted and reviewed on an ongoing basis until an appropriate individual is identified and hired (Note: TUJ is closed from December 22 to January 3).