



Finding a Job in Higher Education

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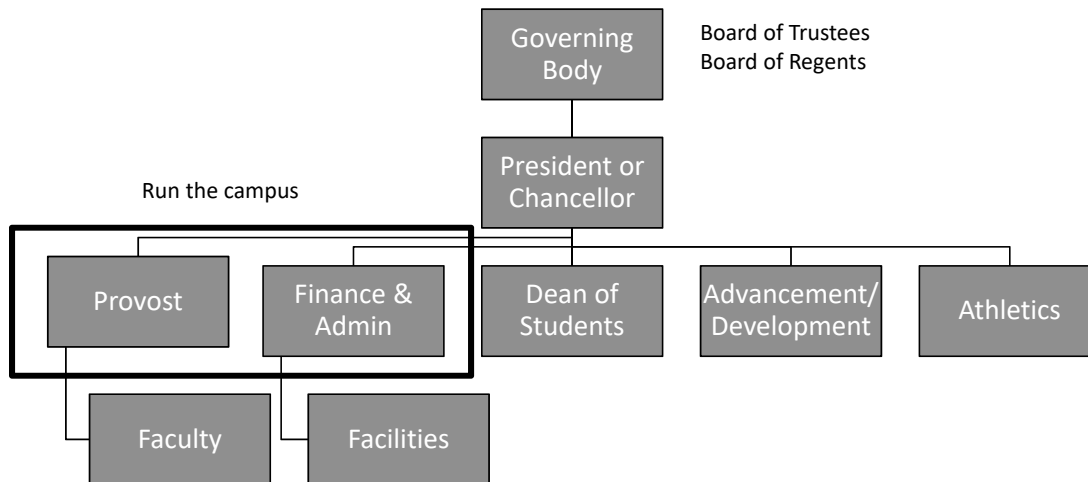
The University of Texas at Austin

Agenda



- Higher Education 101
- Finding a Higher Education Position

Possible organizational structure



Terms to know



- **Chief or Senior Facilities Officer (CFO/SFO)** – Responsible for planning, design, construction, and maintenance of facilities and utilities. Usually includes custodial and landscape services.
 - Sometimes responsible for other things (Safety, Emergency Management, others).
- **Advancement/Development** – Fundraising part of university
- **Provost** – Leads academic side of university by setting priorities and resource levels.
- **Auxiliary** – Entity that collects revenue for operating expenses and typically pays for facility services. For example, Conference Services, Athletics, Rec Sports, Housing, Dining, etc. Similar to Category C facilities.
- **Education & General funds (E&G)** – Institutional spaces typically with services funded by the university from tuition and the legislature. Similar to O&M funds.
- **Carnegie Classification of Higher Education Institutions** - System used to differentiate between types of colleges and universities. For example, The Univ. of Texas - Austin is a Doctoral Univ. – Highest Research Activity (R1) or commonly referred to as a Tier 1 Research institution.

Terms to know



- **Deferred Maintenance (DM)** – Backlog of life-cycle repairs that need to be made. Repair & Renewal (R&R) funding is typically used to fund projects. Similar to using Restoration and Modernization funding.
- **Controlled Maintenance/Capital Renewal** – Smaller scale/larger scale sustainment projects. Break (if any) varies by university. Similar to ST.
- **Capital Construction** – Not repair/deferred maintenance. Consists of programmatic changes (new construction, layout, modification). Similar to RM and MILCON.
- **Facilities Condition Index (FCI)** – Most commonly used condition metric used to measure Capital Renewal/Deferred Maintenance. $FCI = DM / CRV$
- **Current Replacement Value (CRV)** – Theoretical value for cost to replace all facilities. Rule of thumb: facility maintenance should be about 2 to 4 percent of CRV (but rarely is).

Title conscious



PRE-FIX (IN PRIORITY)

TITLE (IN PRIORITY)

- | | | |
|-------------|---|-------------------------------|
| • Executive | → | • Vice President (Chancellor) |
| • Senior | → | • Director |
| • (None)* | → | • Manager |
| • Associate | | • Supervisor |
| • Assistant | | |

CFO could be a Director, Asst. VP, Sr. Asst. VP, Assoc. VP, or VP (Chancellor).

* For example, Senior Director is higher than Director who is higher than Associate Director

Mission of Higher Ed



Primary mission: Educate students, conduct research, influence community

How facilities supports that mission:

- Attract and retain top students and researchers:
 - First Impression
 - Landscaping
 - Build attractive facilities
 - Safe learning environment
 - Clean and well-maintained facilities
 - Resources used wisely to keep tuition low
- Resiliency – Impact of power outages, temperature changes
- Facilities staff can educate students (teach classes or tours) and provide opportunities for research with faculty (facilities, energy, transportation)

Similarities



- | | |
|------------------------------------|---|
| • Self-contained campus/base | • Needs exceed resources |
| • Dorms/barracks | • Politics (Admiral/tenured faculty) |
| • Dining Halls/Chow Halls | • Red tape/approval process |
| • Classrooms | • Community engagement |
| • Private utilities (usually) | • Interaction with state and federal agencies |
| • Roads, parking | • Similar demographics (young, first time away from home) |
| • Higher purpose than earning \$\$ | • ROTC |
| • Different colors of money | |

Differences



HIGHER EDUCATION

- Labs, Fume hoods
- Vivariums
- Tenants sometimes valued for research dollars
- Pace of decisions slower, consensus based
- Student involvement/influence
- Fewer PowerPoints!

MILITARY

- Runways, piers, ranges
- Only federal funding
- Very process-driven

Differences of Pay/Benefits



HIGHER EDUCATION

- Educational benefits (often)
- More time off
- Working for higher purpose
- Less travel
- Job stability
- Fewer hours (job dependent)
- Pension plan/Buy back military time

PRIVATE SECTOR

- Higher pay (typically) & bonuses
- More opportunity for advancement
- Working remotely possible

Types of positions available



Anything from executive leadership to frontline technician in the following fields:

- **Planning:** Planners, project managers, engineers
- **Design:** Architects, engineers, contracts
- **Construction:** Program manager, project manager, inspector, contracts manager
- **Operations and Maintenance:** Front line technician, planner/scheduler, engineer, analyst, custodial, waste collection, events services, landscaping
- **Energy and Sustainability:** Energy steward, engineer, sustainability officer
- **Transportation:** Mechanic, operator
- **Utility Systems:** Front line technician, plant operator
- **Real Estate:** Administrator, contracts manager
- **Facilities administration and management:** Chief facilities officer, administrative support, finance

Summary of Finding a Job



- Look for a job
- Tailor resume and apply
- Interview
- Receive offer and negotiate salary
- Start the job

Finding a job



- When to start – TODAY! Network, network, network
- Preparation (9-12 months from start date)
 - Determine balance of Location – Position – Pay
 - Develop generic resume and bullet farm (Get rid of military lingo!)
 - Investigate requirement for desired position – aim high!
 - Conduct informational interviews/find a mentor
 - Network – tell everyone in ~1 minute exactly what you want to do
 - Develop your facilities vision
 - Obtain extra letters (CEFP, CEM, PMP, etc.)
 - Check out www.cec2highered.org – Single best resource

You are the Director of Marketing!

Finding a job



- Look for a job (6-9 months from start date)
 - APPA (www.appa.org/JobExpress/)
 - HigherEdJobs (www.higheredjobs.com)
 - LinkedIn (APPA Military page: <https://www.linkedin.com/groups/8675134>)
 - Indeed.com
 - www.insidehighered.com
 - Recruiters
 - Websites of where you want to work (especially for technician positions)
 - Ask your network (informational interview)

Finding a job



When you find a job posting:

- Tailor resume
 - Align with job posting – make it easy for them to link “They want – I have”
 - Web research
 - Advice from mentor/colleagues/network
 - Have at least two people review before submitting
- Apply quickly or find out when posting will close

Finding a Job



Interview

- Series of interviews (Phone, Skype, Airport, On-campus)
- Tips
 - Be the most prepared – research initiatives and priorities
 - Take a campus tour
 - Know who will be interviewing you and what is important to them
 - Don’t be too military. No sir or ma’am.
 - Provide expectations
 - Answer the questions succinctly, give good relevant examples
 - Articulate your facilities vision

Finding a Job



Interview

- More tips
 - Be relaxed, but confident
 - How would you handle different type situations: hiring, firing, conflict, personal strengths or areas of focus
 - Smile and have a good sense of humor – be yourself
 - Be approachable and friendly
 - Have questions ready for them
 - You are interviewing them too! Do you want to work there?

Finding a job



Even more tips:

- Explain how military experience works in higher education
 - You ran mostly civilian organizations.
 - Operated in a complex, matrix org and can make the transition.
 - You are a service guy. Your job is to run projects on time and within budget in alignment with good stewardship but you are serving a client and understand the need for exceptional communication, transparency, accountability and responsiveness.
 - You are not the drill instructor from *Platoon*.
 - Plenty of examples at major universities where it works – you can work that in by referencing discussions with mentors at X and Y that convinced you about the sense of mission and similar portfolio at a university.

Summary of Finding a Job



- Receive offer and negotiate salary
 - Always counter-offer
 - Negotiate salary and benefits (moving bonus?)
- Start the job
- Grow facial hair (usually)

Contact info



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Back-up

Organization



- APPA: Leadership in Educational Facilities (Association of Physical Plant Administrators)
- Purpose: To create positive impact in educational facilities on three important levels:
 - APPA transforms individual facilities professionals into higher performing managers and leaders, which...
 - Helps transform member institutions into more inviting and supportive learning environments, which...
 - Elevates the recognition and value of educational facilities and their direct impact on teaching, learning, research and the recruitment and retention of students, faculty and staff.
- Headquartered in Alexandria, VA
- 1300 member institutions



PCAPPA – Pacific Coast Region	ERAPPA – Eastern Region
RMA – Rocky Mountain Region	MAPPA – Midwestern Region
CAPPA – Central Region	SRAPPA – Southeastern Region

What APPA offers:



- Professional development events at the local, regional and international level:
 - Institute of Facilities Management
 - Leadership Academy
 - Supervisor's Toolkit Training
 - Drive-in workshops
 - Essentials in Facility Management Training Seminar
 - International, regional and state conferences
- Maintains a wide array of publications and online resources
- Network of colleagues across the country that can be reached through our listserv and social media
- Publishes APPA's *Facilities Manager* and Inside APPA e-newsletter
- Professional credentialing
- Mentoring opportunities for new and seasoned professionals at all levels

Engaging the military and associations



- APPA recently established a military engagement committee
- Purpose: Engage in a long-term relationship with military personnel and their respective association(s) in the U.S. and Canada that aids in their transition to civilian facilities management roles in Higher Education (should they so choose)
- Tentative Goals
 - Transition assistance
 - Shared learning
 - Credentialing (before leaving military)
 - Relationships
 - Mentoring

Input from military and associations will be essential for success

Tentative Goals with Potential Opportunities



- **Transition Assistance**
 - Partner with Society of American Military Engineers (SAME) at their annual transition conference
 - One Day Transition workshops at military hubs (Washington, DC; Norfolk; San Antonio; San Diego; Denver; Hawaii; etc.)
 - Deliver joint webinars on topics of interest to transitioning military
 - Develop medium (i.e., web page) with contacts, information and veteran-friendly schools with links to job postings
 - Submit articles promoting value proposition, job opportunities in higher education for magazines and other forums
- **Shared learning**
 - Involve military in APPA's annual, national convention (Washington, DC; 3-5 Aug 2018)
 - Promote military attendance at Regional and State Conferences
 - APPA's participation in SAME's Joint Engineer Training Conference
 - Promote variety of APPA training opportunities (APPA U, Supervisor's toolkit, etc.)
 - Utilize APPA's Credentialing Interactive Learning (CIL) on-line platform

Tentative Goals with Potential Opportunities



- **Credentialing (before leaving military via on-line delivery)**
 - Certified Educational Facilities Professional – senior level
 - Educational Facilities Professional – entry level
- **Relationships**
 - Develop personal and professional networks to capitalize on shared learning and enhance personal growth, and develop new relationships to improve effectiveness in the higher education and Armed Forces' facilities field
- **Mentoring**
 - Establishing and promoting opportunities for military to connect with facilities leaders in Higher Education and/or K-12 schools

Thoughts?
