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# Alabama Supercomputer Authority

ASA



**Position:** Building Administrator

**Reports to:** Chief Operations Officer

**Location:** ASA Huntsville

Submit resumes: [cwinfield@asc.edu](mailto:cwinfield@asc.edu)

Open till: December 15, 2024

Salary range: \$62,000-\$84,000

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## General Description

This role oversees the administrative operations of the Alabama Supercomputer Center (ASC), working in close collaboration with the ASC Building Manager. The position is responsible for managing all reports related to the center's operations and for cross-training to serve as a backup to the ASC Building Manager.

## Responsibilities

- Approves all ASC invoices and tracks all payments
- Develops scope of work for ASC modifications, new construction and renovations alongside the ASC Building Manager
- Oversee and maintain the ASC budget, ensuring all financial documentation is accurate and up to date.
- Prepares reports for management relating to building operations, projects, and future needs of ASC
- Responsible for pre-travel and reimbursements
- Document maintenance activities and send weekly updates to the COO
- Responsible for ASC related documentation to complete SOC2 compliance (yearly)
- Act as back-up to ASC Building Manager for building maintenance, repairs, and Alabama Buys

## Principle Accountabilities

- Responsible for reporting and assisting in budget preparation to ensure ASC needs are accounted for in budget and operations plan
- Maintain accurate and organized documentation related to ASC operations
- Serve as a back-up to the ASC Building Manager in overseeing building operations and management

## Qualifications

Bachelor's degree in business administration or closely related field. Prefer candidate with prior experience in building management. Must be able to prioritize tasks and must excel in verbal and written communication skills. Knowledge of budgeting, goal planning and other operational activities. Must be willing to rotate being on-call after hours. Must work collaboratively with the building manager to best serve the needs of ASC. Proficient use of Microsoft Office products as required in the course of duties.