AUBURN
Human Resources

Dir, of Sustainability
Job Description

JOB INFORMATION

Job Code	EH37
Job Description Title	Dir, of Sustainability
Pay Grade	CP13
Range Minimum	$79,560
33rd %	$100,780
Range Midpoint	$111,380
67th %	$121,990
Range Maximum	$143,210
Exemption Status	Exempt
Approved Date:	6/26/2026 2:17:08 PM

JOB FAMILY AND FUNCTION

Job Family:	Campus Services
Job Function:	Campus Sustainability

JOB SUMMARY

The Director of Sustainability provides operational leadership and management for Auburn University's non-academic sustainability programs and initiatives. Reporting to the Associate Vice President for Administrative Effectiveness, the Director is responsible for executing approved sustainability efforts across campus operations and administrative units. This role focuses on identifying and collaborating on practical solutions to enhance resource efficiency and personal well-being, while fostering a culture of sustainability within the broader campus community. The Director maintains oversight of the Office of Sustainability's staff, budget, and operational reporting, ensuring all initiatives align with the University's operational needs and strategic plan.

RESPONSIBILITIES

- The Director is responsible for operational leadership and staff management including directing the daily activities of the Office of Sustainability, which includes overseeing office strategic planning, recruiting, hiring, and supervising professional staff. In alignment with university standards. This role involves mentoring student employees and fostering a productive, service-oriented team environment that supports the university’s broader administrative goals.
- Serving as a primary technical resource for campus coordination and operational enhancement, the Director provides expertise for sustainability-related committees and working groups across campus and supports efforts to implement and assess the university’s Sustainability Policy. The Director partners extensively with Facilities Management, auxiliaries, and other administrative units to identify improvements related to sustainability efforts and provides the operational expertise necessary for the practical application of sustainability standards and best practices across the university infrastructure.
- Oversees the comprehensive collection, analysis, and reporting of approved sustainability performance data, including operational reporting and benchmarking, through data management and resource stewardship. This involves developing internal dashboards and reports to inform leadership on challenges and progress toward institutional goals. Furthermore, the Director manages the department’s annual budget and expenditures, monitors project costs to identify operational savings, and pursues opportunities for external grants and sponsorships to support specific campus projects and initiatives.
- Provides operational data, campus connections, and support to the Director of Academic Sustainability to prioritize stakeholder engagement and facilitate the "living laboratory" concept. Builds and fosters collaborative relationships with internal and external stakeholders to promote and integrate sustainable practices and represents the Office of Sustainability at internal meetings and relevant professional forums.
- Oversees the development of programs and materials designed to educate the campus community on how to participate in and support sustainability efforts focusing on communication and outreach efforts. This includes managing strategies that align with the university’s mission and performing other duties as assigned to support the goals of the Business and Administration unit.
- Models the Leadership Principles of Empower, Enable, Encourage, and Develop direct reports.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	in Sustainability, Environmental Studies, Environmental Science, Natural Resources, Public Administration, Engineering, or related field. A Master's Degree is preferred.	and	7 years of	experience in sustainability programs and/or administrative leadership. At least 3 years must be in a management and/or supervisory capacity	Or

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Deep knowledge of sustainability reporting frameworks, including the Sustainability Tracking, Assessment & Rating System (STARS).	
Advanced proficiency in budgetary management, financial tracking, and resource allocation.	
Proven ability to lead, mentor, and develop cross-functional teams in a complex higher education environment.	
Strong collaborative skills to build partnerships with diverse internal and external university stakeholders.	
Excellent communication and data management skills to develop internal dashboards and present operational reports	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				
	LEED Green Associate		Desired	And
	ISSP Sustainability Excellence Associate		Desired	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Walking			X			
Sitting				X		
Lifting		X				
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			