



JOB INFORMATION

Job Code	EH37
Job Description Title	Dir, Univ Sustainability
Pay Grade	CP13
Range Minimum	\$77,250
33rd %	\$97,850
Range Midpoint	\$108,150
67th %	\$118,450
Range Maximum	\$139,050
Exemption Status	Exempt
Approved Date:	3/26/2024 11:58:52 AM

JOB FAMILY AND FUNCTION

Job Family:	Campus Services
Job Function:	Campus Sustainability

JOB SUMMARY

Reporting to the Assoc VP, Administrative Effectiveness, the Director will be an advocate for sustainability policies, programs, and practices and facilitate interaction, integration, and collaboration among units and organizations on and off campus.

RESPONSIBILITIES

- Identifies, develops, oversees, and monitors sustainability initiatives including the Climate Action Plan (CAP).
- Manages the supervision of the sustainability office, administering and having oversight for the budget, and conducting and managing sustainability performance assessments.
- Collaborates with the Director of the Academic Sustainability Program, administrators, staff, students, faculty, and community organizations at advance sustainability.
- Serves as visionary leader, fostering a culture of sustainability, and as an organizational strategist to create a strategy to integrate sustainability into policies and operations, network with and facilitate internal and external resources to accomplish that goal, and evaluate the needs of the University community.
- Responsibilities further include: defining goals, developing performance metrics and long range plans for sustainability; creating and planning seminars, conferences, newsletters and workshops related to sustainability; building effective partnerships with organizations beyond campus; preparing budgets and monitoring expenditures.

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.
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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 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	
Master's Degree	No specific discipline.	and	7 years of	Experience in sustainability programs.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
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			