



This position description is used as a basis for determining the position classification and is maintained as an official record of the duties assigned to this position. This description is intended to be an accurate reflection of the assigned work, however, it is understood that duties may be removed, modified or assigned, and may not be included on this description.

DEPARTMENT: Facilities
 POSITION CLASSIFICATION: Administrative Analyst/Specialist, Exempt I
 EMPLOYEE NAME: Wendy Olmstead
 SUPERVISOR NAME AND CLASSIFICATION: Julia Reynoso; Director, Facilities Planning & Finance

POSITION: NEW EXISTING
 CSU WORKING TITLE: Sustainability Coordinator
 FLSA: Exempt

A. JOB SUMMARY/BASIC FUNCTION

B. The Coordinator of Sustainability Innovation collaboratively establishes and implements campus priorities to move California State University Stanislaus and its community towards a more sustainable future. The Coordinator fosters widespread student, staff, and faculty engagement in sustainability initiatives and scholarly activities. The Coordinator works collaboratively with the campus Sustainability Council to develop short and long-term goals for the campus that comply with existing and future policy directives from the Chancellor's Office and to coordinate activities associated with the campus' membership with the Association for the Advancement of Sustainability in Higher Education (AASHE). This position is responsible for providing outreach and guidance to academic programs, administrative units, and student organizations on integrating initiatives designed to fulfill the shared strategic commitment on sustainability.

B. LEAD RESPONSIBILITIES

CLASSIFICATION OF POSITION(S):	NUMBER OF EMPLOYEES:
Student Assistants	2

C. PHYSICAL AND MENTAL REQUIREMENTS

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for several hours per day; mobility to physically visit various and campus locations and travel to off campus locations; operate a computer and other job-related equipment; and communicate on the telephone.

D. ENVIRONMENTAL REQUIREMENTS

- The work environment is a typical office environment.

E. MINIMUM QUALIFICATIONS

- **Education:** Equivalent to a bachelor's degree OR a combination of education and experience which provides the required knowledge and abilities.
- **Experience:** Minimum of three years of administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs.

F. REQUIRED QUALIFICATIONS

- General knowledge and skills in the applicable administrative and/or program field and a foundational knowledge of public administration principles, practices, and methods.
- Knowledge of and ability to apply fundamental concepts.
- Ability to analyze data and make accurate projections using business mathematics and basic statistical techniques.
- Demonstrated ability to establish and maintain effective working relationships within and outside the work group and serve as a liaison for the organizational unit.
- Working knowledge of and ability to apply standard theories, principles, practices, and techniques applicable to the program and/or administrative specialty to develop conclusions and make recommendations.
- Thorough knowledge of policies, procedures, and outside regulations pertaining to the applicable program and/or administrative specialty.

- Working knowledge of operational and fiscal analysis and techniques. Working knowledge of budget policies and procedures.
- Ability to take initiative and independently plan, organize, coordinate, and perform work in various situations where numerous and diverse demands are involved.
- Skill in the research, development and evaluation of policies and programs, including skill in the collection, evaluation, and interpretation of data to develop sound conclusions and make appropriate recommendations.
- Expertise in investigating and analyzing problems with a broad administrative impact and implications. Ability to make independent decisions and exercise sound judgment.
- Ability to anticipate problems and address them proactively.
- Demonstrated ability to effectively interpret, organize, and present information and ideas in written or presentation form.
- Ability to compile, write, and present reports related to program or administrative specialty.
- Ability to train others on new skills and procedures and provide lead work direction.
- A background check (which may include: fingerprinting, checks of employment records, education records, criminal records, civil records, motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can begin employment with the CSU.

G. PREFERRED QUALIFICATIONS

- Strong interpersonal skills.
- Exceptional verbal and written communication skills.
- Strong project management skills with experience coordinating, organizing, and implementing programs and events.
- Ability to facilitate meetings in a manner that encourages participation and development of people and ideas.
- Experience in resource conservation and sustainability practices preferred.
- Experience in training, education outreach and organizational change.
- Ability to build and maintain relationships with a diverse community of students, faculty, staff, administrators, contractors, and the general public.
- Ability to effectively identify, interpret and organize data, prepare written reports, presentations, and make public presentations is required.
- Master's degree from an accredited university in, but not limited to, Business Administration, Public Administration, Geography, Ecology, Environmental Science, Atmospheric/Climate Science, Water Science or Sustainability.

H. SENSITIVE POSITION CRITERIA

(Please check ALL boxes that apply to the position)

- This position will be responsible for the care, safety and security of people (including direct contact with children and minors), animals and CSU property.
- This position will have authority to commit financial resources of the university through contracts greater than \$10,000.
- This position will have access to, or control over, cash, checks, credit cards, and/or credit card account information.
- This position will have responsibility or access/possession of building master or sub-master keys for building access.
- This position will have access to controlled or hazardous substances.
- This position will have access to and responsibility for detailed personally identifiable Level 1 information about students, faculty, staff, or alumni that is protected, personal, or sensitive. (For examples of Level 1, 2, and 3 Data, please see [CSU Policy 8065](#).)
- This position will have control over campus business processes, either through functional roles or system security access.
- This position will have responsibilities that require the employee to possess a license, degree, or credential or other certification in order to meet minimum job qualifications and/or to qualify for continued employment.
- This position will have responsibility for driving or operating vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death.
- None of the above are applicable to the position.

The incumbent is considered neither a Limited nor General mandated reporter under the California Child Abuse and Neglect Reporting Act, updated July 2017.

I. JOB DUTIES	Percentage of Time (%)
<p>PROGRAM ADMINISTRATION AND OUTREACH</p> <ul style="list-style-type: none"> • Develop existing and initiate new programs to establish and strengthen sustainability principles and practices across the campus and work to foster collaboration among the areas of teaching, research, campus and vendor operations, student life and community service. • Manage the Sustainability program budget in alignment with, and support of, the sustainability strategic plan and university strategic plan. • Collaborate and work with various administrators and departments to encourage and develop organizational, operational, and behavioral change and sustainable solutions. • Develop the University sustainability website to include information highlighting priorities and projects, academic resources, campus operations, Council for Sustainable Futures and student initiatives, and links to other organizations and websites related to sustainability. • Collaborate with the Council for Sustainable Futures, its affiliate working groups, and University administrators in defining campus sustainability goals and performance metrics in a strategic sustainability plan. • Support sustainability programming initiated and developed by students, faculty, and staff members. • Foster new ideas and concepts for sustainability programming themes and coordinate the expansion of existing sustainability programming as feasible. • Collaborate with University departments to develop and implement campus sustainability related projects in the areas of energy and buildings, environmental quality, purchasing, transportation, dining, waste and recycling, and water. • Review and contribute to bid packages and RFPs for projects on campus to ensure sustainability initiatives are considered in all projects and procurements. • Partner with auxiliary and student organizations to develop sustainability projects and plans. • Provide updates and presentations promoting Stanislaus State's sustainability programs to a variety of stakeholders including students, faculty, staff, legislative representatives, and community groups. • Establish goals and metrics for measuring Stanislaus State's sustainability performance using the Association for the Advancement of Sustainability in Higher Education's Strategic Tracking & Assessment Rating System. • Monitor and evaluate program effectiveness, use of best practices, document performance trends, and recommend and implements modification to improve program effectiveness. 	35%
<p>COMMITTEES, PROFESSIONAL ACTIVITIES & OTHER DUTIES</p> <ul style="list-style-type: none"> • Organize meetings and serve as a member of the Council for Sustainable Futures. • Collaborate with the Sustainability Faculty Fellows to co-author and co-present an annual Sustainability Report to the University administration. • Coordinate the annual call for Sustainability Faculty Fellows to serve with the Council for Sustainable Futures, secure faculty applications, and work with Faculty Affairs to arrange payment of faculty release time. • Manage the University's CSU system-wide sustainability responsibilities including monthly coordination calls, attend bi-annual summits, fulfil system-wide sustainability reporting responsibilities, share best practices, and collaborate with the Chancellor's office and other CSUs on system-wide sustainability initiatives. • Attend professional meetings and conferences as appropriate; interface with other universities and external organizations to develop and enhance cooperative efforts. • Remain competent and current through self-directed professional reading, develop professional contacts with colleagues, attend professional development courses, and attend training and/or courses as directed. 	15%
<p>STUDENT INTERNS</p> <ul style="list-style-type: none"> • Recruit, interview, hire and lead student interns performing research, development, implementation and outreach work on sustainability projects with well-defined deliverables. 	15%

<p>CURRICULUM DEVELOPMENT</p> <ul style="list-style-type: none"> • Develop and co-facilitate a Teaching Sustainability Faculty Learning Community with a tenure/tenure-track faculty member once per semester. • Facilitate the use of the campus as a living laboratory and model for experiential education to equip students to meet global challenges, research and outreach that creates sustainable solutions, and implementation of initiatives that advance the University. 	5%
<p>PUBLIC RELATIONS & GRANT RECRUITMENT</p> <ul style="list-style-type: none"> • Research and identify grant writing and other funding opportunities in support of expanded campus sustainability efforts. • Coordinate and/or support public relations for and communication of University sustainability programs and initiatives working with the student newspaper, giving presentations, web content development, social media and video design, and responding to inquiries. 	5%
<p>PROGRAM EVALUATION, REPORTING & SUSTAINABILITY RESEARCH</p> <ul style="list-style-type: none"> • Support the Council for Sustainable Futures as the main coordinator and author of sustainability planning efforts such as the Sustainability Strategic Plan. • Manage the University's AASHE STARS reporting responsibilities including working across campus to update STARS credits with current information on an ongoing basis, submitting completed reports to AASHE every three years, and providing annual summaries of the current campus report to the Princeton Review Green Guide. • Research and maintain working knowledge of sustainability best practices at peer institutions across the state and nation. 	25%
100% TOTAL	

J. SIGNATURES (*Signature indicates that this is an accurate description of assigned duties.*)

Wendy Olmstead

Employee Name


Employee Signature

9/6/19
Date

Julia Reynoso

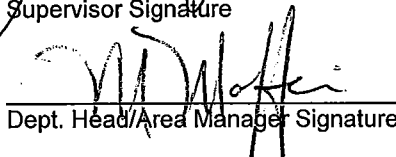
Supervisor Name


Supervisor Signature

9/6/19
Date

Melody Maffei

Dept. Head/Area Manager Name


Dept. Head/Area Manager Signature

9/9/19
Date