

# Business Affairs Position Description

Title <b>Sustainability Coordinator (Outreach Specialist)</b>	Approver's Initials	Approval Date
Percentage of Time 100.0%	Effective Date	Submission Date

**Employee's Name:** Open  
**Supervisor's Name:** Kristen Hendrickson  
**Supervisor's Title:** Vice Chancellor for Business Affairs  
**Supervisor's Phone No. & Email Address:**  
**Department:** Business Affairs  
  
**Control Unit:** Business Affairs

### I. ORGANIZATION SUMMARY

*Please give a brief description (paragraph) of the **organization (department)** in which the position resides.*

The Office of Sustainability is located within the Division of Business Affairs, which is overseen by the Vice Chancellor for Business Affairs. Business Affairs operations includes internal auditing, controller's office, budgeting, facilities planning, facility services, safety & loss control, personnel services, protective services & parking, energy management and sustainability.

### II. Purpose of the Position

*Please give a brief description of the overall purpose of the position. Tell "Why does this position exist?"*

Under the general direction of the Vice Chancellor for Business Affairs, the position oversees the UW-Stevens Point sustainability programming initiatives. The Sustainability Coordinator will work collaboratively with Facility Services, WI Institute for Sustainable Technology (WIST), WCEE Education for Sustainability (EfS), UWSP administration, faculty, staff, and student organizations to encourage and promote sustainable practices on campus. The Sustainability Coordinator will oversee the Sustainable Communities Task Force dedicated to the Sustainable Communities Initiative – an element of the Partnership for Thriving Communities framework.

The Office of Sustainability will use The Natural Step (TNS) as its guiding sustainability framework that operates using a systematic, integrated approach that brings together environmental, economic and social goals and actions directed toward four objectives:

- Reduce dependence on fossil fuels, extracted underground metals and minerals;
- Reduce dependence on chemicals and other manufactured substances that can accumulate in nature;
- Reduce dependence on activities that harm life-sustaining ecosystems;
- Meet the hierarchy of present and future human needs fairly and efficiently.

In summary, the Sustainability Coordinator position is responsible for the advancement of educational and environmental performance through a variety of activities including: outreach activities to individuals and organizations both internal and external to the University, project and program planning, strategic planning and leadership.

### CLASSIFICATION FACTORS

#### III. Independence/Supervision received:

Check the **type** of supervision received that best fits the position, then describe supervision in more detail below:

- Close Supervision:** Implies that the work is performed according to detailed instructions and that the supervision is available on short notice.
- General Supervision:** Implies that the work is performed independently. The incumbent seldom refers matters to the supervisor except for clarification of policy.

- Limited Supervision:** Implies that the incumbent proceeds on his/her own initiative while complying with policies, practices and procedures prescribed by the supervisor. The supervisor generally answers questions only on the more complex phases of the work.

*Additional information on "Independence/Supervision Received"*

The incumbent should possess the skills necessary to independently analyze an issue to identify the proper questions, determine what information is needed, obtain the necessary information, organize and analyze the data, form conclusions, formulate and write proposals and convincingly present the conclusions/proposals. Finally, the incumbent has responsibilities to address long term issues that require collaboration and coordination among all operational units within the department. It is expected that the incumbent will take the initiative to appropriately coordinate and communicate with departmental stakeholders.

*From whom does the incumbent receive work assignments (name and title)?*

Vice Chancellor for Business Affairs

**2. Scope and Impact**

- a.) *What **scope** or organizational breadth does the position have? Department? College? Division? Control Unit? Campus? Who are the primary constituency (ies) or client group(s) served?*

The scope of the position is UW-Stevens Point Campus and field stations. It serves students, faculty, staff, and campus guests and local and regional populations. It interacts extensively with the campus community in addition to inter-campus collaboration and engages with the surrounding communities.

- IV. *What **impact** does the position have on the recipients of the position's products and services? (What are the consequences of actions taken by this position for or on that group(s)? e.g., Provides administrative support to department professionals? Provides procedural guidelines to campus departments? Manages major software projects critical to achieving campus computing goals?)*

The campus mission statement, master plan and strategic plan all reinforce the need for UWSP to continue its sustainability efforts. The Sustainability Coordinator and Office of Sustainability will facilitate moving initiatives forward and will play a key role in making UWSP the lead institution in the UW System on sustainability issues.

The skill, ability and knowledge of the incumbent will have direct and profound impact on the success and satisfaction level in the delivery of services to customers within the area of responsibility. The position regularly interacts with other university and system-wide contacts in an effort to solve problems. Given the pace of emerging technology, the incumbent must stay in touch with industry/system-wide trends and best practices.

The incumbent will analyze findings to form, and ensure timely solutions in observation of resource considerations. It is imperative that the incumbent affords them self-reasonable measures to ensure accuracy. Accurate analysis and recommendations are essential to decision making that will influence the department's operational and financial viability.

**V. Major Functions:**

*List the major duties and responsibilities of this position, in order of importance. Be brief but include all important duties. Indicate the total percentage of time spent in a typical work cycle (day, week, month, year) rounded to the nearest 5% for each area of responsibility (total should not exceed 100%).*

**All "essential functions" (under the ADA) should be listed and indicated with an asterisk (\*). This section should be no more than one to two pages.**

% of Time	Major Functions ("Essential functions" (under the ADA) should be indicated with an asterisk (*).)
20%	<p><b>Sustainability and Conservation Outreach</b></p> <ul style="list-style-type: none"> <li>• Represent university sustainability programs and objectives to the campus community and the general public.</li> <li>• Work with University Relations to develop and execute a communications strategy to raise awareness and support of sustainability and energy conservation. Promote coverage of sustainability initiatives and achievements.</li> <li>• Manage the UWSP Sustainability website content and develop and administer a Social Media network that can be used to deliver relevant sustainability information.</li> </ul>

	<ul style="list-style-type: none"> <li>• Complete publications to address sustainability issues or highlight sustainability projects on campus.</li> <li>• Present information to help the university community understand sustainability issues, needs, behavior and societal outcomes.</li> <li>• Provide support to student organizations actively engaged in promoting sustainability on campus. Represent UWSP at regional and national conferences.</li> <li>• Engage the university community and departments in environmental initiatives that continue advancing campus sustainability.</li> <li>• Support Residential Life sustainability initiatives to increase the environmental literacy and participation of the student body.</li> <li>• Serve as an Ex-officio member of the SGA Greenfund steering committee.</li> <li>• Coordinate with the Special Assistant to the Chancellor for Economic Development to integrate sustainability into economic development initiatives and decision making.</li> <li>• Work with community based groups to develop sustainability focused initiatives that align with the Thriving Communities Strategic Plan.</li> </ul>
20%	<p><b>Project and Program Planning</b></p> <ul style="list-style-type: none"> <li>• Develop, implement, administer, document, and communicate campus projects, programs and events that promote a culture of sustainability.</li> <li>• Utilize the AASHE Sustainability Tracking Assessment &amp; Rating System (STARS) document to identify desirable sustainability initiatives and assess their cost effectiveness, technical feasibility, and acceptance.</li> <li>• Foster and coordinate new ideas and concepts to improve sustainability programming themes and identify materials and resources to supplement, expand or replace existing sustainability programs.</li> <li>• Organize and implement activities and the nature of their content to achieve behavioral transformation in students, faculty, staff and community members.</li> <li>• Collaborate with appropriate departments, committees, and individuals to implement sustainability projects.</li> <li>• Collaborate with the SGA Environmental and Sustainability Affairs Director regarding potential uses of student sustainability funds for campus projects.</li> <li>• Directs the Office of Sustainability and manages its ongoing growth and day-to-day operations.</li> <li>• Manage and administer the Office of Sustainability Budget.</li> </ul>
15%	<p><b>Strategic Planning and Leadership</b></p> <ul style="list-style-type: none"> <li>• Serve as sustainability advisor for the Chancellor as a member of the Chancellor's Cabinet.</li> <li>• Report to the Chancellor's Executive Committee regularly about key sustainability initiatives and provide recommendations to advance sustainability on campus.</li> <li>• Attend and/or speak at local, regional and national professional conferences related to sustainability.</li> <li>• Create, present, and enact detailed implementation plans for sustainability initiatives.</li> <li>• Assist in development of the sustainability plan that to include goals and performance metrics.</li> <li>• Liaise with counterparts at other educational institutions, businesses, government and the community to promote collaboration and information exchange.</li> <li>• Interface, build and maintain effective partnerships with external organizations.</li> <li>• Originate and collaborate on grant proposals to support sustainability initiatives.</li> <li>• Coordinate efforts, benchmark and publish an annual sustainability report.</li> <li>• Work with the SGA Environmental and Sustainability Issues Committee to provide information and knowledge around campus Sustainability Initiatives.</li> </ul>
10%	<p><b>Teaching and Curriculum</b></p> <ul style="list-style-type: none"> <li>• Coordinate with academic community to integrate sustainability into the curriculum.</li> <li>• Design and coordinate educational workshops and produce educational materials.</li> <li>• Will serve as an adjunct faculty for the campus on courses related to sustainability when applicable and fulfill the role of guest lecturer when requested.</li> <li>• Work with the Office of Registrar to include sustainability in the orientation programming.</li> <li>• Work with appropriate professors to teach sustainability-related topics within their programs.</li> <li>• Serve as a resource for students doing academic projects related to sustainability.</li> </ul>

15%	<b>Administrative and Clerical Responsibilities</b> <ul style="list-style-type: none"> <li>Attend meetings dealing with UWSP and UW-System Sustainability issues. Travel and attend meetings as requested.</li> <li>Compose, prepare and forward correspondence as necessary to ensure that appropriate communication is accomplished.</li> <li>Create and distribute informational material specific to sustainability matters.</li> <li>Conduct special projects, secure factual data from various sources and compile into finished reports on an "as-needed" basis for presentation to the campus or other agencies.</li> <li>Responsible for developing and maintaining a procedure manual for the department</li> <li>Attend meetings, workshops, seminars, classes, etc. relative to the department and as needed to maintain administrative skills.</li> </ul>
15%	<b>Supervision</b> <ul style="list-style-type: none"> <li>Provide general work direction to the Sustainability Program &amp; Policy Analyst</li> <li>Select, train, and schedule student assistants.</li> <li>Guide and plan work to student assistants</li> <li>Evaluate performance and quality of student work, correct when necessary.</li> <li>Check for accuracy and approve student payroll cards.</li> <li>Recommend wage increases for assigned students within budget constraints.</li> </ul>
5%	<b>Miscellaneous Duties</b> <ul style="list-style-type: none"> <li>Other duties as assigned or directed</li> </ul>

**V. SUPERVISORY RESPONSIBILITIES:**

- Does this position supervise others? Yes  No  (If "NO," skip this section)
- How many people are supervised directly 1 Career staff and Student Employees  
How many through others? None
- List all the employees this position directly supervises. Please be sure that all these positions are clearly shown on the organization chart you attach.

Name	Payroll Title	Is this position supervisory?	%FTE
a. Sustainability Program & Policy Analyst	Program & Policy Analyst	No	50%
b.			
c.			
d.			
e.			
f.			
g.			
h.			

- Supervisory functions (perform or effectively recommend) Check those that apply.

- Train?
- Handle grievances?
- Plan and assign work?
- Hire new employees?
- Recommend reclassifications and salary increases?
- Conduct performance evaluations?
- Take disciplinary action?

**VI. KNOWLEDGE, SKILLS, ABILITIES, AND OTHER REQUIREMENTS**

- Knowledge** (acquired information necessary to do the job)
  - What **kind** of knowledge is required of the position?
    - of the procedures, processes and policies of:

- a) a campus department(s), function(s), or the University?
- b) an external agency, e.g., OSHA?
- (ii) of a job family or professional field; professional/technical (degree level or comparable knowledge, e.g., engineering, financial analysis, accounting)?

- ◆ Demonstrated intermediate to advanced knowledge of sustainability concepts and principles.
- ◆ Experience coordinating, organizing, and implementing programs and events.
- ◆ Experience in strategic planning, project management, team management, partnership building, and idea marketing.
- ◆ Proven management ability to direct and supervise specialized (i.e. student) staff, provide adequate support, and demonstrate sound judgment and leadership to coordinate activities.
- ◆ Knowledge of basic financial principles
- ◆ Knowledge and ability to produce research and concise reports that are highly organized and communicate information clearly and effectively.
- ◆ Possess/develop a thorough understanding of position related University of Wisconsin and UWSP administrative policies and procedures.
- ◆ Understanding of the University environment, its mission, and operational needs.

b.) Check the **level** of knowledge required):

- (i.) **Basic or limited:** knows the fundamental concepts of the specialty field
- (ii.) **Intermediate:** has broad job knowledge; knows and applies the full range of concepts, practices of the specialty field
- (iii.) **Advanced:** as a recognized expert among those in the field, applies a high degree of knowledge of the overall field; applies principles, practices, and procedures of a particular field within the discipline to complete difficult assignments.

2. **Skills** (a specific learned activity, generally gained through training, usually indicating a level of effectiveness and efficiency; e.g., basic computer skills to work in Word, Excel; accounting skills)

- ◆ Analytical skills to recognize problems, develop and implement potential solutions and evaluate outcomes.
- ◆ Must have strong customer service skills.
- ◆ Demonstrated skill to logically analyze complex situations and data.
- ◆ Skill in developing clear and concise reports and recommendations.
- ◆ Excellent interpersonal skills, including tact, diplomacy and flexibility. Must be able to work in cross-functional teams with people at all levels of the organization.
- ◆ Strong verbally and skill to communicate clearly and effectively in person and on the telephone.
- ◆ Demonstrated written communications skills to professionally and independently compose business correspondence, procedures and reports.
- ◆ Intermediate level competency Microsoft Office applications (Word, Excel, Power Point, etc.).
- ◆ Requires organizational skills to establish priorities, be resourceful and manage work independently.
- ◆ Skill to appropriately confront inappropriate or unprofessional behavior.
- ◆ Skill to appropriately resolve personnel challenges and interoffice conflicts independently.
- ◆ Skill to contribute as a team player in a positive, respectful and professional environment.
- ◆ Skill to evaluate, trouble-shoot inquiries and resolve concerns of staff, vendors, outside consultants, and members of the campus community in an objective and constructive manner.
- ◆ Comfort with public speaking and presentation skills, especially for use in the presentation of formal reports and teaching.

3. **Abilities** (natural talents or acquired dexterity; potential to perform tasks or functions, e.g., ability to communicate verbally or in writing)

- ◆ Must be able to develop effective relationships with staff, co-workers, campus staff, and interact positively with service providers outside the university.
- ◆ Must be able to communicate clearly and effectively, both verbally and in writing.
- ◆ Ability to organize, prioritize and provide direction to a diverse group of staff given competing demands and priorities.
- ◆ Proven ability to work both autonomously and as a member of a team for promoting sustainability.
- ◆ Must possess the ability to encourage, facilitate and develop consensus among a diverse population.
- ◆ Must have the ability to build effective, constructive relationships with contacts throughout the campus community and with external service providers.

- ◆ Must be able to clearly assess fiscal issues and determine appropriate actions to resolve them for both the short and long term, develop and implement organizational improvements to simplify and streamline information and/or processes.
- ◆ Must be able to handle multiple tasks simultaneously and produce accurate, detailed work within established timeframes.
- ◆ Must maintain confidentiality unless otherwise noted.
- ◆ Ability to prepare documentation and disseminate a variety of information to a wide and varied audience--Types of information being communicated includes project status, operational and technical processes, and analytical findings in both detailed and summary form.
- ◆ Ability to communicate persuasively in a variety of mediums: formal reports, technical papers, executive summaries, email, oral presentations, written "Report of Findings", articles and papers, annual reports, computer aided presentations, and through participation in committees and meetings.

4. *Other requirements (e.g., certificates, license requirements)*

**Required:** (3-5) years of progressive experience in sustainability, environmental or conservation programming and/or have equivalent professional training and practical experience. Bachelor's Degree in a related field (e.g., biological or chemical science, environmental engineering, environmental science, public administration).

**Preferred:** a) Master's Degree in a related field (e.g., biological or chemical science, environmental engineering, environmental science, public administration); b) Minimum of three years experience implementing environmental or sustainability programs, preferably with experience in a university, nonprofit, or in large, multi-unit, multi-facility setting; c) Leadership experience in environmental initiatives, resource management, and teaching/presenting information.

**IIPP Requirements:** Provides health and safety training, guidance on safe work practices, provides proper equipment, observes work practices and correct methods. Work in a safe and responsible manner while not putting self or others at risk. This includes complying with applicable policies and regulations, using personal safety gear, observe warning signs, learning about potential hazards and reporting unsafe conditions.

**Background Check:** This position requires a criminal background check and periodic DMV checks for driving record and valid driver's license. This position meets the following background check criteria: 1.) Operation of University vehicles as part of assigned job duties. 2.) Control over departmental business process, either through functional roles or systems security access. 3.) University travel and/or procurement cards.

**VII. SIGNATURES**

*Note: The signatures below should be appended to the end of the completed description.*

CERTIFICATE OF EMPLOYEE: I certify that the foregoing information is correct and complete and describes my job as I understand it.

\_\_\_\_\_  
 Employee's Signature Date

CERTIFICATE OF IMMEDIATE SUPERVISOR AND DEPARTMENT HEAD: I have reviewed the above statements and certify to their accuracy with the exceptions noted here.

\_\_\_\_\_  
 Supervisor's signature Date

\_\_\_\_\_  
 Department Head's signature Date