

Emory University  
General Job Description

Title:	Director, Sustainability Init	Job Family:	1301	General Mgmt: Admin	
Job Code:	XB40	Job Function:	IP	Program Administration	
FLSA Status:	Exempt	EEO Code:	1.15		
Grade:	240	Effective Date:	3/1/2013		
Salary Range					
Minimum:	\$106,500	Midpoint:	\$147,800	Maximum:	\$189,200

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**JOB DESCRIPTION:** Oversees all University initiatives related to sustainability.

Functions as a visionary leader and organizational strategist to help Emory University become a national model for sustainability in higher education. Creates the strategy to integrate sustainability into both the operational and academic functions of the University. Networks with and facilitates internal and external resources to accomplish that goal, and evaluates the needs of the University community. Responsible for developing programs and new initiatives to enhance Emory's stature and create detailed implementation plans for those initiatives. Creates and implements communication strategies to promote broad awareness of initiatives and develops University-wide processes and organizational structures to support sustainability inquiry, change, and assessment. Builds effective partnerships and relationships with surrounding communities and key Atlanta institutions and establishes effective linkages with units across campus that may have sustainability initiatives in process or as part of their overall strategy. Coordinates, supports, and expands opportunities for faculty, staff, students and administrators to learn about sustainability issues throughout the academic and operational dimensions of University life. Reports jointly to the Offices of the Executive Vice President for Finance and Administration and Executive Vice President for Academic Affairs (Provost),

**MINIMUM QUALIFICATIONS:** Bachelor's degree in an appropriate field, with an advanced degree (e.g., MA, MS, MD, PhD, JD) preferred. Seven years experience and leadership in the area of sustainability, resource management and/or related initiatives. Specific experience in the areas of sustainability policies, sustainable food systems, healthy living programs, conservation, energy, waste and/or water management is preferred. Experience within a University setting is preferred.

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The above statements are intended to describe the work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the personnel so classified.

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**EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER:**

Emory University is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any factor that is a prohibited consideration under applicable law.