



**Williams College**  
**Office of Human Resources**  
**POSITION DESCRIPTION**

**NAME:** \_\_\_\_\_ **IMMEDIATE SUPERVISOR:** Amy Johns

**TITLE:** Assistant Director **SUPERVISOR'S TITLE:** Director

**DEPARTMENT:** Zilkha Center for Environmental Initiatives **POSITION ENTRY DATE:** \_\_\_\_\_

**POSITION #:** \_\_\_\_\_ **DATE UPDATED:** \_\_\_\_\_

**PRIMARY PURPOSE/FUNCTION**

The Zilkha Center leads and coordinates the college's effort to protect and enhance the natural and built environment. We work with operating and academic departments, individuals, students and committees to understand our current environmental impact, develop solutions, monitor progress and communicate results. The Assistant Director provides leadership and support for the initiatives managed by the Zilkha Center.

*Mission statement: The Zilkha Center for Environmental Initiatives is committed to protecting and enhancing the natural and built environment in which we learn, work, and live. We research, investigate, support, promote and implement sustainability programs and educational initiatives. We work with faculty, staff and students, and local and national organizations to deepen our understanding of our impact on the earth's resources and our responsibilities for developing a sustainable future. In working towards that future, we aim to support the global effort to advance environmental sustainability. To succeed, we must balance environmental, social and economical considerations in all of our decisions and actions. At the core of our approach is the belief that sustainability means meeting the needs of our current generation without compromising the ability of future generations to meet their needs.*

**PRIMARY DUTIES AND RESPONSIBILITIES**

DUTIES AND RESPONSIBILITIES	APPROXIMATE % OF TIME
Design and implement a communication strategy to publicize, promote and inform a range of campus stakeholders (students, faculty, staff, Trustees, alumni, prospective students, community members, potential donors, and other institutions of higher learning,) about the environmental impacts of the College's operations, steps taken to increase sustainability, best practices, reports, lessons learned, and future plans. Participate in regional and national programs to enhance sustainability efforts in higher education. Develop Williams' sustainability website to provide resources related to sustainability, Williams' practices and programs, energy management, and other sustainability measures.	
Take a leadership role in the management of the new Environmental Center. Monitor and report energy and water collection and use, and progress towards net-zero energy and water goals. Collaborate with Facilities and outside contractors on the timing and implementation of maintenance and testing of constructed wetland and water filtration systems. Collaborate with CES and other faculty to design and implement learning opportunities using the building as a laboratory and teaching tool. Produce regular communications about the building and its operation. Work with CES faculty, Zilkha Center and Facilities staff to ensure planting and maintenance of gardens and orchard. Recruit, train, and supervise student tour leaders.	

Provide guidance, advice, and expertise on green building practices. Participate in building committee meetings as a representative of the Zilkha Center.	
Collect, analyze and communicate campus sustainability measurements in collaboration with other key offices at Williams. Monitor Williams' sustainability performance in water management, transportation, green building, grounds management, energy, and waste among other sustainability issues. Produce annual greenhouse gas emissions reports.	
Recruit, train, and supervise summer research assistants and student employees during the academic year. Design and develop student internship research projects and work programs that support overall sustainability efforts.	
Collaborate with and provide guidance and support to individual students and student groups on extra- and co-curricular sustainability initiatives (winter blitz, energy competitions, expanded composting, bike infrastructure, and other programs)	
Support academic classes and projects that engage with the campus and its systems as a tool for learning about sustainability.	
Workshops, speakers, training for student activists and employees	
Support of food programming with a focus on integration between food, energy, waste, etc.	

**COMPLEXITY**

*Please describe the aspects of the position which are the **most** complex, or require the employee to analyze, interpret, develop, or research problems. Consider whether the work involves the use of routine, well established methods, or activities that require using many different procedures for changing situations.*

All aspects of the Assistant Director's position involve analysis, interpretation and problem solving. Sustainability work is collaborative and ever-evolving, requiring a keen understanding of inter-personal and inter-departmental relationships and motivations, and the ability to adjust rapidly to changing circumstances. The primary goal of the Zilkha Center to guide the development of a sustainable campus requires changing long-established practices and processes in many departments across campus. A variety of management (directive, supportive, analytical, and collaborative) approaches and analytical techniques are required for success. The Assistant Director must understand and be able to influence without having direct authority over work processes involved in building and renovation work, food services, event

planning, waste management, athletics, teaching, and processes that involve the use of resources on campus. Skills required for success include:

- expertise in a variety of sustainability issues – green building, food, waste management, resource consumption
- communication skills – written communication, oral presentation and visual presentation, website content creation and management
- time management skills,
- ability to provide mentorship, coaching, and advise to those individuals and groups committed to a change management programs,
- inter-personal skills - ability to negotiate, communicate and collaborate with a variety of individuals and groups, from first line personnel to senior administration,
- data analysis and problem solving, financial analysis, budgeting,
- ability to work individually, as a team member, or team leader.

**RELATIONSHIPS**

*Please describe any primary contacts within and/or outside Williams College required to perform the job successfully, including whom the contact is with (e.g., alumni, other department heads, Admissions Counselors) and the nature of the relationship (e.g., provide/receive information, counsel, advise, negotiate).*

<b>CONTACT</b>	<b>NATURE OF RELATIONSHIP</b>
Environmental Center occupants and visitors	Negotiate, provide services, provide/receive information, collaborate, counsel, advise
Student employees	Recruit, train, supervise
Student activists and environment groups	Advise, mentor, collaborate
Faculty	Collaborate, provide services, counsel, advise
Department Heads	Negotiate, inform, counsel, advise
Director of CES	Collaborate
Environmental Organizations	Collaborate, inform
Facilities and Dining Staff	Training, collaboration, counsel, advise
All Williams personnel	Provide information, counsel, advise
Committees	Provide counsel and information, collaborate, advise

**IMPACT OF DECISIONS**

*Please describe the types of decisions and recommendations that the employee must regularly make. Indicate the extent of participation in the decision-making process, and if this position has final decision-making authority. Describe the impact of errors in decision-making.*

**SUPERVISORY RESPONSIBILITY**

*Please list the title(s) of any position(s) the employee supervises and the number of people in those positions. Describe this position’s relationship to those supervised: compare the type of work and indicate the presence of hiring, firing, or performance evaluation authority.*

**KNOWLEDGE AND SKILLS REQUIREMENTS**

Indicate the **minimum** formal education and/or job-related experience required (not preferred) for someone to perform this position successfully **upon hire**. Please keep in mind these requirements may or may not match the employee's personal background.

**MINIMUM EDUCATION** (Please place an 'X' next to one)

**MINIMUM EXPERIENCE** (Please place an 'X' next to one)

- None
- High school diploma or equivalent
- Associate's degree or equivalent
- Bachelor's degree or equivalent
- Master's degree or equivalent
- Other: \_\_\_\_\_  
*Please specify*

- Less than 1 year
- Between 1 year and 2 years
- Between 2 years and 5 years
- Between 5 years and 8 years
- Over 8 years

**SPECIALIZED SKILLS AND/OR TRAINING**

Please indicate any additional specialized skills or training required to be **hired** into this position.

**WORKING CONDITIONS**

Please describe the working environment typical for this position and how these conditions impact the position. List any unusual conditions in the working environment (e.g. unusual laboratory conditions, heavy lifting, exposure to outside elements, or use of heavy machinery).

**PHYSICAL DEMANDS**

Please describe the physical demands that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ADDITIONAL EMPLOYEE COMMENTS**

Please use the space below to add any other information about the position not previously indicated.

\*\*\*\*\*

Please review the entire position description to make sure you have not overlooked any important information.

**SIGNATURES:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_  
*(as applicable)*

***Thank you for your time and effort in completing this position description.***