



Position Information

PeopleSync Position ID:	5137267
Supervisory Organization:	Office of the Deputy Chief of Staff - WS2645 - Gardner, Tracey K
Direct Manager (Manager 1):	Gardner, Tracey K 5004769 Deputy Chief of Staff to the President
Manager's Manager (Manager 2):	Baum, Richard 1010473 Chief of Staff to the President
Position Title:	Assistant Vice President, Sustainability
Job Family Group:	NYU - Administrative/Professional
Job Family:	Business/Professional Administrative
Compensation Grade:	Band 55A

Position Summary

What is the main purpose of this position? Why does it exist? (e.g., to administer client database; to create marketing strategies; to provide administrative support to department of 6 people, etc.) Summarize the purpose of this position in one or two short paragraphs.

The Assistant Vice President (AVP) for Sustainability Planning serves as the chief strategist to foster sustainability at New York University. The AVP will report to the Office of the President to lead the Sustainability function and supervise staff in support of University initiatives. The AVP will also partner with the Provost's office on interfaces with the University's faculty and schools.

The Assistant Vice President serves as the architect and focal point for strategic planning efforts in and around sustainability designed to make NYU among the greenest urban campuses in the nation. In developing policy and implementing short and long-term plans, the AVP will be familiar with -- and able to bring to bear knowledge of -- existing research in the field, technical advances, understanding of social and behavioral factors, as well as needed financial investments and prospective savings. The AVP will also be responsible for helping create and implement communication strategies to enhance the visibility, and awareness of the University's sustainability efforts.

This position will serve as a key resource in surfacing sustainability initiatives to senior leadership as well as faculty whose academic activity intersects with sustainability and policy. This position will also engage with students and student-based groups that are involved or who have an interest in environmental initiatives. The position will coordinate with the energy group in the Office of Capital Projects & Facilities in the key area of energy efficiencies and savings, as well as coordinate with the leadership of the University's Global Sites. The position is also responsible for ensuring that sustainability initiatives and policy are complied with by the different units.

Areas of focus include but are not limited to: (1) policy development, (2) grant development and research for university projects, (3) long and short term planning, (4) technical data gathering, financial modeling and analysis, (5) convening internal and external partners including schools, administrative units, non-profit organizations, governmental entities and other partners as appropriate to identify shared goals.

An experienced and innovative thought leader on national and international sustainability programs and standards, the AVP will identify and explore areas of opportunity to advance the University's sustainability agenda through a combination of internal, external, public, and private partnerships. The AVP will monitor emerging trends and oversee progress and development of sustainability initiatives across all NYU sites and locations, including its global sites, and serves as a resource to schools and units in developing sustainability programs that are integrated into decisions and practices. The AVP also works to identify measurement controls for compliance and progress and partners with the Office of Risk Management to ensure that sustainability goals and initiatives are included in the University's enterprise risk management programs.

Among the strategic areas of focus, the AVP will also identify areas where the University can seek practical opportunities to continuously improve sustainability efficiency. The AVP convenes or participates on committees and workgroups to develop goals, communications, implementation plans and metrics. In partnership with other NYU offices, the AVP will periodically convene internal and external thought leaders to explore future partnerships

on common goals such as plans to achieve LEED status for NYU's buildings, standards for university vendors who conduct business with NYU, and identifying practical solutions to enhance sustainability awareness for members of the NYU community.

Principal Duties

What are the major responsibilities of this position? List the what, how and why of each responsibility and provide examples, as necessary. Use specific action verbs, such as "manage", "operate", "analyze", "develop", etc. Indicate % of time spent on each. 4 to 8 duties recommended with a maximum of 8. Total % must equal 100%. Duties will be arranged in descending order by percentage assigned.

Support the Office of the President in developing and implementing initiatives to advance the university's sustainability agenda through partnership with several university leaders and thought partners. The Assistant Vice President is responsible for developing and researching the feasibility of sustainability initiatives including technical specifications, forecasting the social and environmental impact, and assessing level of financial investment or savings.	40%
Explores areas of opportunity to advance the university's sustainability agenda through a combination of internal, external, public and private partnerships. Oversees progress and development of sustainability initiatives across all NYU sites and locations and serves as a resource to schools and units in developing local or broad sustainability programs. Develops and implements on planned partnerships to migrate the university to achieve recognized sustainability standards, including but not limited to LEED status for university buildings, standards for university vendors who conduct business with NYU, practical solutions to enhance sustainability literacy and awareness for members of the NYU Community including faculty, staff and students.	20%
Serves as an administrative liaison between the Office of the President and other key groups such as Capital Projects & Facilities, student groups, Office of General Counsel etc. Facilitates goals involving special studies and task forces. Represents the President on University-wide advisory committees, working groups, and task forces as needed.	20%
The AVP will lead the Sustainability function and supervise staff. Develops reports that provide metrics and track on the university's sustainability goals. Presents findings to various stakeholder groups including schools, units, students, senior university leadership, board members, and external groups including government entities.	20%

Position Qualifications

Current Required Education

Bachelor's degree (e.g., Public Administration or related field), or equivalent combination of experience.

Current Required Experience

Seven years of expertise developing policy and implementing strategic sustainability initiatives for organizations similar in size and stature to NYU. Experience developing a business, environmental and social agenda around sustainability. Must be highly proficient and skilled developing written communication, briefing materials, and other related materials. Excellent track record developing short and long term plans and achieving key objectives in line with those plans. Strong ability to work in a highly matrixed and decentralized organization to influence decision makers and stakeholders toward shared goals. Strong background utilizing project management skills to oversee commitments, ensuring priorities are strategically managed and logistics are efficiently addressed in a highly dynamic, complex environment.

Current Required Knowledge, Skills and Abilities

Candidate must possess expert level technical, policy and research experience in sustainability field. Must demonstrate the ability to analyze complex technical information in an objective and methodical manner and derive logical conclusions to provide a sound basis for establishing priorities and selecting appropriate courses of action.

Must have the ability to apply wise judgment and political acumen to attentively discern and reflect perspectives, as appropriate, in advice given and in communications prepared. Candidate must possess highly developed organizational and time management skills to effectively handle and prioritize multiple tasks. Must demonstrate strong verbal, and interpersonal communication skills with the ability to build trust and relationships with students, faculty, staff and external constituents in a diverse community.

Must demonstrate strong written communication skills. Candidate must have strong problem-solving skills with the ability to think collaboratively, strategically and creatively. Must possess the ability to achieve goals through diplomatically promoting collaboration; team building and working cooperatively is essential.

Current Preferred Education

Graduate level degree (e.g., MBA, JD, or related field).

Current Preferred Experience

Experience working in an organization with a strong commitment to sustainability and environmental responsibility, experience working with policy makers and influencing public policy through a sustained track record of accomplishment. Familiar with other experts, associations and best practices in the field, including university-based practices.

Current Preferred Knowledge, Skills and Abilities

Candidate should have a working knowledge of MS Office (Word, Excel, Outlook, and PowerPoint).

Additional Preferred Knowledge, Skills and Abilities

Must be well versed in quality data collection to ensure adequacy, accuracy and legitimacy of data in NYU systems and be able to strictly follow data privacy and security procedures for data handling and analysis to ensure adherence to legal and institutional standards.

Institutional Impact

Indicate quantifiable factors that provide a framework for the position, e.g., number of faculty and/or employees supported, students counseled, events planned, size of budget managed, etc.

- Strategies and initiatives will impact over 100 leased and owned facilities in New York, and dozens of other buildings across global locations.

Authority and Accountability

Is the incumbent executing or developing policy (provide examples)? Does the incumbent's work deliverables impact individual department, overall school or unit or entire University - specify primary deliverables.

- Responsible for Sustainability budget and initiatives/services across the University.

Critical Thinking and Decision Making

Provide 1 or 2 examples of the most important decisions made by someone in this position and those referred to the next level.

- Full understanding of advances in sustainability, and the ability to drive strategic plans and create actionable initiatives across the University.

Internal/External Contacts

Indicate with whom the incumbent regularly interfaces with and the purpose of the contact, e.g., provide counseling to students, negotiate contracts with vendors.

- Significant contact across NYU, including the Office of the President, Provost, General Counsel, Capital Projects and Facilities, Board of Trustees, and student groups. Will also interface with NYU schools, and Global Sites. External contacts include government entities and community leaders.

Financial/Budget Responsibility

No Financial Responsibility

Current Supervision Details

May supervise up to three administrative professionals, and temporary student employees as needed. May matrix-manage project teams and task forces comprises of multiple employees from administrative and academic units across the University.

This Position Description in no way states or implies that these are the only duties to be performed by the employee in this position. It does not limit the assignment of related duties not mentioned.