

Dickinson

Position	AF9731				
Title	Assoc Provost/Dir CSE				
Department	Center for Sustainability Education				
FLSA Status	Exempt	Category	Deputy Administrator	Tier	b
Supervisor Title	Provost & Dean of the College	last revised	3 /13/2019		

Position Summary The Assoc Provost/CSE Director provides leadership for creating and enhancing opportunities for students to learn about sustainability in and beyond the classroom, supports and advocates for college-wide advancement of sustainability values and practices, and engages the College and students with community partners in mutually beneficial activities that promote community sustainability and life-long learning. The assoc provost/director finds avenues for connecting Dickinson with the broader sustainability community and for enhancing the College's visibility within that community.

Essential Functions:

Essential Function 1	Lead development, management, assessment and improvement of curriculum and faculty development programs that advance sustainability learning and research.	15
Essential Function 2	Work with a variety of on-campus partners to help create, facilitate and coordinate experiential learning through Dickinson's Living Laboratory for Sustainability.	15
Essential Function 3	Coordinate efforts to monitor, assess and report sustainability performance in collaboration with the Associate Vice President for Sustainability and Facilities Planning and others.	10
Essential Function 4	Support and advocate for college-wide advancement of sustainability values and practices in collaboration with the Associate Vice President for Sustainability and Facilities Planning and others.	10
Essential Function 5	Develop opportunities to engage Dickinson students, faculty and other employees with community partners in mutually beneficial activities that promote community sustainability and life-long learning.	10
Essential Function 6	Supervise CSE staff including hiring, firing, and reviewing performance.	10
Essential Function 7	Teach one or two courses each academic year.	15
Essential Function 8	The Assoc Provost/Director finds avenues for connecting Dickinson with the broader sustainability community and for enhancing the College's visibility within that community.	15

Other Duties and Responsibilities

Other duties as determined or assigned.

Supervisory Responsibilities

Supervisory responsibilities

Supervises work of others, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plan organizational structure and position content.

Education Requirements:

Required Doctoral degree Field of Study

Preferred Field of Study

Experience Substitute

5+ years of experience doing research or scholarship in a sustainability related field, plus 5+ years of experience in curriculum and professional development at a higher education institution, plus a national reputation in the sustainability field.

Additional Licensure Certifications

Pennsylvania Act 153

This position is subject to the Pennsylvania ACT 153 Clearance consisting of the Pennsylvania Criminal History Record Information Check, Pennsylvania Child Abuse Certification, and Federal Criminal History Record Information Check pursuant to Pennsylvania law and Dickinson College policy.

Minimum Work Experience

More than 8 years

Independence of Action

Results are defined; incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Example:

Sets own goals for supporting curriculum development and faculty development, and plans and implements programs to meet curriculum and faculty development goals with no guidance. Chairs the President's Commission for Environmental Sustainability (PCES), sets the agenda, develops goals for the commission, and coordinates cross-division efforts to address the goals. PCES includes several senior officers of the college (Provost, VP for finance and administration, VP for Student life, VP for LIS).

Physical/Environmental Demand Office environment / no specific or unusual physical or environmental demands.

Sitting	<input type="text"/>	Walking	<input type="text"/>	Crawling	<input type="text"/>
Repetitive Hand	<input type="text"/>	Bending	<input type="text"/>	Balancing	<input type="text"/>
Hearing, listening	<input type="text"/>	Stooping	<input type="text"/>	Reaching Overhead	<input type="text"/>
Talking	<input type="text"/>	Climbing stairs	<input type="text"/>	Pulling, pushing	<input type="text"/>
Standing	<input type="text"/>	Climbing Ladders	<input type="text"/>	Shoveling	<input type="text"/>
Crouching	<input type="text"/>	Kneeling, squatting	<input type="text"/>		
Lifting - up to 10 pounds	<input type="text"/>	Lifting - up to 30 pounds	<input type="text"/>		
Lifting - up to 20 pounds	<input type="text"/>	Lifting - up to 50 pounds	<input type="text"/>		
		Lifting - over 50 pounds	<input type="text"/>		

Work Environment

- Office Environment: Employee protected from weather conditions, but not necessarily occasional temperature changes.
- Outdoor Environment: Employees work outdoors and may not be protected from weather.
- Extreme Cold: Temperatures typically below 32 degrees for more than an hour.
- Extreme Heat: Temperatures above 100 degrees for more than an hour.
- Noise: Sufficient noise to cause you to shout in order to be heard above the noise level.
- Vibration: Exposure to oscillating movements of extremities or whole body.
- Hazards: A variety of physical conditions, such as proximity to moving mechanical parts and vehicles, electrical current, etc.
- Oils: There is air or skin exposure to oils or other cutting fluids.
- Infectious Disease: Employees are frequently exposed to contagious or infectious diseases.
- Exposure to Animals: Working in laboratories with animals.
- Atmospheric Conditions: Conditions that affect the respiratory system, such as fumes, odor, dusts, mists, gases, or poor ventilation.
- Close Quarters: Frequently required to work in crawl spaces, shafts, man holes, sewage/water pipes, etc.

Additional Information

The position requires ability to bring together multiple divisions of the college, including their senior officers, to identify issues of college wide concern, developed strategies to address the concerns that cut across divisions, and coordinate implementation of the strategies.