

Sustainability and Recycling Coordinator

Employee

Employee Information

First Name	D Roxane
Last Name	Beigel-Coryell

Supervisor

No supervisor position description specified.

Position Details

Department Information

Job Location	Ashland (15 A)
---------------------	----------------

If other job location, please specify

NOC/WorkComp Code

Position Information

Job Title	Sustainability and Recycling Coordinator
Position Number	F98642
Class Code	UF401
Administrative Appointment Type	Renewable
Administrative Appointment Start Date	03/05/2012
Administrative Appointment End Date	06/30/2012
FTE	1
If FTE varies over 12 months, list dates and FTE	
Is this a grant funded position?	
Appointment Basis	12 months
Pay Type	Salary
Salary/Rate	\$38,000 @ 1.0FTE, furlough Tier 3 @ 2.54%, adjusted \$37,044 rounded
Adjusted Appt. Salary	\$12,072 start date 3/5/12 thru Jun w/reduction

If unclassified hourly, not to exceed

amount**FLSA**

Exempt

Benefits Eligible

Yes

Diversity Statement

Southern Oregon University is a welcoming community committed to inclusive excellence and the celebration of diversity. Without diversity, our educational process is diminished. Working together in support of our commitment to diversity, we strengthen and enrich our role as learners, educators and members of a tightly connected global community. We encourage those who share in our commitment to diversity, to join our community and we expect all our employees to demonstrate an ability and desire to create an inclusive campus community.

Qualifications/Job Duties Summary**Position Summary**

Oversees the campus recycling program. Monitors and reports on all campus activities related to reducing carbon footprint. Works with other departments to develop programs to encourage conservation of resources. Must be energetic, outgoing and committed to encouraging sustainable policies and practices. Serves as advocate for University in the community and OUS system.

Minimum Classification Qualifications

Bachelors Degree in environmental studies or related field

Preferred Qualifications

One to three years experience working as a sustainability coordinator or in related position.

Knowledge, Skills, and Abilities**Physical Demands**

Use of computer, sitting for extended periods of time

This position must possess and maintain a current, valid Driver License.

Yes

Supervisory Responsibility

Complete this section if the position supervises other employees.

Supervisory Responsibilities, if applicable**How many employees (not including student employees) are supervised?****Funding Information****Pay Index Code****Index Code**

PPRECY

Activity Code**% Split**

50

Funding source**Index Code**

SUADMN

Activity Code**% Split** 25**Funding source****Index Code** RESMAI**Activity Code** 23370**% Split** 25**Funding source**

Duties

Job Duties

Duties Research and Communication: Coordinate information sharing and research needs among campus departments and identify and help acquire financial incentives and tools for implementing projects. Provide training and guidance to the University community and serve as a central information source about campus sustainability issues. Establish mechanisms and standards for tracking campus energy and water use, waste recycling, toxics and other metrics; reporting regularly to the administration, student government and the campus community. Assist departments with the development of sustainability plans and specific resource conservation strategies as appropriate. Oversee and develop programs to educate students, faculty and staff about sustainability efforts and the benefits of sustainable practices.

Percent of total time 30

Duties Purchasing and Waste Management: Evaluate purchasing practices of the University and encourage the purchase of sustainable products and services. Continue to develop and encourage waste reduction and recycling programs on campus. Manage the SOU campus recycling program, directly supervising staff and student employees. Manage and maximize terms and agreements with local garbage and recycling hauling services. . Work with other campus departments including Environmental Health and Safety, Science, Computer Services, etc. to ensure "best practices" for disposing of waste.

Percent of total time 15

Duties Campus Recycling Programing: Continue to develop and encourage waste and waste stream reduction on campus. Manage the SOU campus recycling program, directly supervising staff and student employees. Manage and maximize all waste management contracts and services with local vendors, city and county entities

Percent of total time 50

Duties Other Duties as Assigned: Serve on University and Campus committees. Perform other assigned duties in support of the University, Facilities, Management and Planning.

Percent of total time 5

Employee Signature_____
Date_____
Supervisor Signature_____
Date