

Position Title:

Sustainability & Recycling Coordinator

Position Summary:

Oversees campus sustainability and recycling programs and goals. Monitors and reports on all campus activities related to sustainability, reducing carbon footprint, and waste management. Works with other departments to develop programs to encourage conservation of resources and proper waste disposal. Serves as an advocate for the University in the community and state.

Job Duties:

Duties:

Assessment and Reporting: Gather and process data into published sustainability reports for internal and external audiences, to include required and voluntary reporting opportunities such as, but not limited to: Second Nature Climate Commitment reports, the Sustainability Tracking, Assessment and Reporting System (STARS), etc. Analyze utility and operating reports to assess campus sustainability performance, identify opportunities for improvement and coordinate new initiatives. Develop summaries and highlights of submitted reports for campus audiences to improve transparency and campus knowledge of sustainability goals, indicators, and successes.

Percent of Total Time: 25

Climate Action Plan Implementation, Planning and Policies: Manage implementation of SOU's Climate Action Plan. Develop sustainability indicators and metrics. Collaborate with campus departments to establish monitoring and tracking systems to measure progress. Coordinate with various departments (FMP, Campus Farm, Parking, Business Services, Housing, etc.) to identify projects to reduce greenhouse gas emissions and/or conserve resources and help acquire financial incentives (local, state, federal grants, rebates, etc) and tools for implementing projects. Provide consultation for campus plans, policies and procedures to ensure they align with sustainability goals and values.

Percent of Total Time: 15

Engagement, Training and Communication: Provide training and guidance to the University community and serve as a central information source about campus sustainability and recycling issues. Oversee and develop programs to educate students, faculty and staff about sustainability and recycling efforts and the benefits of sustainable practices. Lead and coordinate the Sustainability Council to address institutional sustainability issues and advise the President on best practices. Create and distribute regular communication on sustainability programs, tips, and engagement opportunities. Serve as the campus liaison for sustainability-related partnerships with the City and other community groups/organizations. Advise and provide administrative support for the Environmental Affairs Committee and allocation of the student Green Fund. Provide support and project management for sustainability projects, including university and student-led efforts. Oversee student staff/interns to assist with sustainability coordination and zero waste initiatives.

Percent of Total Time: 20

Manage Campus Recycling Programing: Continue to develop and encourage waste and waste stream reduction on campus. Manage campus recycling center and coordinate waste diversion efforts. Hire, train and supervise student employees at recycling center to ensure clean recycling stream. Recruit and coordinate volunteers to assist at the recycling center. Manage and maximize all waste management contracts and services with local vendors, city and county entities. Pursue opportunities to expand waste diversion channels. Maintain campus waste infrastructure, including bins and signage. Provide expertise and support to campus on all waste-related issues.

Percent of Total Time: 35

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

Percent of Total Time: 5