

**University Sustainability Associate, Tishman Environment and Design Center**

- Assist the Tishman Center and University leadership in defining goals, performance metrics and a long-range plan for sustainability at The New School.
- Monitor and evaluate program effectiveness, document performance trends, and recommend and implement modifications to improve program effectiveness
- Represent or communicate The New School's campus sustainability programs to the University community (faculty, staff, and alumni);
- Liaison with groups, programs, offices and departments across the University to achieve the Tishman Center's sustainability objectives; serve on various Sustainability related committees as assigned by Tishman Center leadership.
- Represent The New School's sustainability programs to the public; attend professional meetings as appropriate; interface with external organizations to fulfill the mission of Tishman Center and support collaborative efforts with external and Tishman Center faculty and students
- Research, disseminate and implement best practices from other institutions with regards to sustainability that can be applied to The New School.
- Coordinate campus programming and activities related to sustainability.
- Coordinates and compiles University data for the ongoing Association for the Advancement of Sustainability in Higher Education (AASHE) Sustainability Tracking, Assessment, and Rating System (STARS) self-assessment program and enters data from campus organizations into the STARS reporting tool for submittal to AASHE.
- Supervise student Office Assistants employed by the Tishman center. Assist with supervision of student Research Assistants who are supporting Tishman Center projects.
- Develop and manage a communications campaign for the Tishman Environment and Design Center
- Maintain cohesion and communication with associated faculty, students, community partners and executive leadership
- Develop and create original copy for quarterly online newsletter featuring updates on affiliated faculty and student projects
- Confer with internal Marketing and Communications team to update webpage, coordinate and promote events and initiatives and coordinate external media outreach related to the Center
- Manage social media on behalf of Tishman Center, including continuously providing updates on Twitter and responding to tweets in a timely manner as well as other relevant social media platforms
- Monitor and respond to emails sent directly to the [tedc@newschool.edu](mailto:tedc@newschool.edu) address