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Posting: Director of Sustainability (Benefits-Eligible Staff)

Current Status: Republished

Position Type: Benefits-Eligible Staff

Created by: Robert Daniel

Owner: Human Resources

Department: COL OF ARCH,
 CONSTR, PLNG-DEAN (ARC001)

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Position Details

Position Information

Job Code Number	10903
Title of Position	Director of Sustainability
Requisition Number	BES20180487P
If multiple hire, number of vacancies	N/A
Original Requisition Number	N/A
Dept ID/Employing Department	COL OF ARCH, CONSTR, PLNG-DEAN
Department Posting Name	College of Architecture Construction & Planning
Location	Downtown Campus
Responsible Hiring Manager	Robert Daniel
Applicant Reviewer	Robert Daniel
Recruitment Type	External
Position Type	This is an Administrative & Professional (A&P), benefits eligible, position.
Grant Funded?	No
Hours per week	40

If employee will be working a schedule other than Monday - Friday, 8:00am - 5:00pm, specify hours and days to be worked	Occasional evening, night and weekend hours are required. Normal office conditions
If Temporary, Ending Date	
Recruiting Rate	Salary Commensurate with Experience
Beginning Salary Flexibility	Yes
Pay Basis	Salary
Required Education	Bachelor's Degree
Do you want to allow additional experience to substitute for required education?	No
Preferred Education	Master's Degree
Field of Study	Bachelor's Degree in Environmental Sciences, sustainability or Built environment related discipline (Architecture, Planning, engineering, Construction, etc.)
MS Office Experience Required	Word, Excel, PowerPoint, Outlook
Will this position require driving a UT or personally owned vehicle?	No
Other Computer and Software Skills Required	-General Computer skills to include Microsoft Offices suites
Experience and Other Skills Required	<p>Required Qualifications:</p> <ul style="list-style-type: none"> • At least five years of relevant experience in program administration or coordination. • At least three years of experience specifically related to sustainability programming • Familiarity with best practices and principles associated with sustainability and environmental conservation. • Excellent communication competencies, verbal and written including presentation and facilitation in a group setting. • Successful candidate must be self-directed, show initiative, be innovative, and dedicated to the cause, yet show balance in consideration of all perspectives contributing to the "big picture" of advancing sustainability.
Do you want to allow additional education to substitute for required experience?	No
Other Skills Preferred	Experience at UTSA or other higher education institution. Experience, and shown success, in pursuit of grants to support strategies.

Description of Job Duties	<p>Overall description:</p> <ul style="list-style-type: none"> • Oversee and manage OS operations, serving as point of contact for all things sustainability related, reporting to the Dean, College of Architecture, Construction and Planning (CACP) • Lead sustainability strategic planning process for UTSA • Be an advocate for environmentally responsible behavior. • Oversee the Sustainability Council, serving as the Chair and preside over the Sustainability Council's recommendations for project and initiatives as it relates to utilization of sustainability funds. • Implement projects and initiatives as recommended by the Sustainability Council. • Oversee sustainability website currency and communication effectiveness • Manage the OS budget, and implement budget allocation processes for annual projects directed out of the OS. Expenditures process will be routed through Dean, CACP. • Support campus planning and design processes by introducing sustainability goals and ambitions in said designs • Pursue external funding for engagement, research and/or implementation of sustainable strategies and practices • Liaise with Office of Facilities regarding opportunities and implementation of projects and external funding pursuits. Develop and implement environmentally responsible cost savings initiatives • Develop collaborative relationships both within and external to the university in aims of accomplishing good works in an expanding scale of sustainability influence: university, city, county, state, etc. • With regard to sustainability, identify and understand issues, problems, and opportunities; compare data from different sources to draw conclusions; use effective approaches for choosing a course of action or developing appropriate solutions; take action that is consistent with available facts, constraints, and probable consequences. • Collaborate with educational programs across campus as sustainability related courses or instruction are further advanced throughout the curricula. • Other duties as specified by the Dean, CACP or the President, UTSA.
Position Will Report To	Dr. John Murphy
Title	Dean
Telephone Number/Ext	458-3026
This Position Is	Staff, New-Audit Completed by Compensation
Replacement For/Job Audit #	18-554
Position ID #	10095928
Cost Center/Project ID	DCX038
Number of calendar days to be posted	21
Posting Open Date	09/24/2018
Posting Close Date at midnight on	
Open Until Filled	Yes
Work In Texas Category	
Application Referral Message	<p>Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.</p>
Application Non-Referral Message	<p>Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.</p>

Special Notes To Applicants

- UTSA is a tobacco-free campus.
- UTSA is an Equal Employment Opportunity/Affirmative Action Employer. Minorities, women, veterans, and individuals with disabilities are encouraged to apply.
- This is a security sensitive position. Employment is contingent upon a successful background check.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Do you have a Bachelor's degree in Environmental Sciences, Sustainability, or Built Environment related discipline (such as Architecture, Planning, Engineering, Construction, etc...)?
 - Yes
 - No - (disqualifying)
2. * Do you have at least five years of relevant (paid, full-time equivalent) experience in program administration or coordination?
 - Yes
 - No - (disqualifying)
3. * Do you have at least three years of (paid, full-time equivalent) experience specifically related to sustainability programming?
 - Yes
 - No - (disqualifying)
4. * Please list the positions where you obtained the required (full-time equivalent) experience and the length of service in each job. Be advised that "full-time equivalent" refers to a standard full-time 40 hour per week position. (Example: two years of experience in a 20 hour per week position is the full-time equivalent of one year working a standard 40 hour per week position.) **Jobs SHOULD be listed with more detail in the "Work Experience" section of your application. Please note that an incomplete application may affect the hiring manager's assessment of your skill set when determining which applicants to bring in for interview.**
(Open Ended Question)
5. * Do you have experience with all the following: Microsoft Word, Excel, PowerPoint and Outlook or e-mail equivalent?
 - Yes
 - No - (disqualifying)
6. * How did you hear about this employment opportunity?
 - Advertisement/External Publication (Please Specify in follow up question below)
 - Friend/Personal Referral
 - Internal Employee
 - Job Board/Website (Please Specify in follow up question below)
 - HigherEd Jobs
 - LinkedIn
 - Facebook
 - Indeed
 - Social Media-Other (Please Specify in follow up question below)
 - Other (Please Specify in follow up question below)
7. * If you responded other to the previous question, please specify.
(Open Ended Question)
8. * Please acknowledge your understanding that if you are offered a position at UTSA, you must come to the Human Resources Office, (4th floor North Paseo Bldg) on your first day of employment with the appropriate documentation (<http://www.uscis.gov/sites/default/files/files/form/i-9.pdf#9>) of your identity and ability to legally work in the United States.
 - Yes, I acknowledge

Documents Needed to Apply**Required Documents**

1. Resume/CV
2. Reference List

Optional Documents

None

Guest User**Guest User Credentials**

- Username: gu153866
- Password: kQD2BG

Email Addresses of Guest User Recipients

- john.murphy@utsa.edu
- carrie.hansen@utsa.edu

Internal Posting Documents

1. Underutilization (PDF | 659 KB)
Underutilization