



BEREA COLLEGE POSITION DESCRIPTION

Position Title: Sustainability Coordinator

Department: Operations and Sustainability

Position #: 3-OPS-sustcoo

Title of Supervisor: Operations and Sustainability

Expected Daily Hours*: 40

Expected Weekly Hours*: 8:00 to 5:00, other hours as programs require

Employment Status: Full-Time

FLSA Status: Exempt

*College offices are normally open from 8:00 AM until 5:00PM, Monday through Friday. However, because of the nature of the responsibility to the student body, individual offices or departments may have operating hours that extend beyond this period and may include evening or weekend hours. Non-exempt employees will normally work 8 hours per day. Overtime (any hours in excess of 40 per week) for non-exempt employees is required to be approved, in advance by the department supervisor. Exempt employees will typically work at least 40 hours per week and such additional time as may be reasonably required to fulfill the obligations of their position description. Such additional work may include evenings and weekends.

Workplace Expectations

As a continuous learning environment built upon Berea's Great Commitments and Common Learning Goals, the workplace at Berea College should expect all workers "to be active learners, workers and servers," and a place where the Christian values of human compassion, dignity, and equality are expressed and lived. Therefore, workers are expected to:

[* Exhibit Enthusiasm for Learning](#)

[* Work as a Team](#)

[* Act with Integrity and Caring](#)

[* Serve Others](#)

[* Value All People](#)

[* Encourage Plain and Sustainable Living](#)

[* Celebrate Work Well Done](#)

Job Summary

The Sustainability Coordinator will collaborate with stakeholders on campus to infuse Berea College's triple-bottom-line sustainability efforts into the campus community through:

1. Expanded student sustainability programming;
2. Expanded sustainability activities in academic classrooms;
3. Sustainability education and outreach efforts for faculty, staff, and students;
4. Improved and timely completion of sustainability tracking and reporting activities.

Minimum Qualifications Required

Education

Degree/Diploma Obtained	Program of Study	Is this Required or Preferred?
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Bachelors

Required

Additional Education Information

N/A

Experience required to ensure success in this position (indicate if Required or Preferred)

minimum two years of experience in a similar sustainability position at a college, university, or other educationally focused organization

Special Skills, Knowledge and Abilities

deep background in sustainability concepts, active work bringing students and others together for programs

License, Certification, or Registration Necessary (if applicable)

N/A

Physical Requirements

N/A

Environmental Conditions

primarily office, but will work across campus, in facilities, on farms, and in the community

Ability to operate the following vehicles or equipment

N/A

Primary duties and responsibilities

Title and Definition

Provide support for robust sustainability education and awareness programs in residence halls, particularly the Deep Green Residence Hall and Ecovillage

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Works directly with student labor in the Office of Operations and Sustainability on integrated sustainability programming across campus. Daily oversight and support to provide a greater platform for success for these students, and provide regular support for interactions between this office and others, such as CELTS, Dining Services, and for interactions with faculty working to integrate aspects of experiential sustainability education into their classroom curriculum.

Sustainability Mini-Grant program implantation and oversight

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provide a regular focus to outside public relations and community educational opportunities, as well as to required and voluntary reporting of sustainability related information. Oversees or completes various surveys, from STARS, annual greenhouse gas

emissions reports, an annual report of progress on sustainability indicators for on-campus use, as well as many ad hoc surveys and requests for data each year.

a comprehensive and regularly updated listing of sustainability related activities and programs across campus to be made publicly available on campus

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a database of opportunities for students and class groups to participate in campus or community activities related to sustainability as part of their academic course work

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The coordinator will recommend activities, policies and procedures to increase the College's progress toward its sustainability goals, and will represent the College in community, regional and national forums in regard to the College's efforts and programs.

The Coordinator will staff and supervise programs and activities, as well as coordinate with others to participate or provide other College participants for on- and off-campus events

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Other roles/duties will be assigned as necessary to assist the College in the attainment of the goals set forth and the enhancement of a positive, respectful learning environment for all staff, faculty and students.

Essential duties and responsibilities

Please review the list of primary duties and responsibilities to identify which are essential, and insert them below. "Essential duties" are the basic job duties that an employee MUST be able to perform, with or without reasonable accommodation. Essential duties are important to your unit's operation, performed frequently, and can't be redesigned or performed in another way. To make it easier to insert text, you may copy and paste from above.

- Provide support for robust sustainability education and awareness programs in residence halls, particularly the Deep Green Residence Hall and Ecovillage.
- Sustainability Mini-Grant program implantation and oversight
- provide a regular focus to outside public relations and community educational opportunities, as well as to required and voluntary reporting of sustainability related information. Oversees or completes various surveys, from STARS, annual greenhouse gas emissions reports, an annual report of progress on sustainability indicators for on-campus use, as well as many ad hoc surveys and requests for data each year
- a comprehensive and regularly updated listing of sustainability related activities and programs across campus to be made publicly available on campus

Leadership Requirements

	Yes	No	How Many?
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Does the person in this position directly supervise other STAFF/TEAM MEMBERS?		X	
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Does the person in this position directly supervise STUDENTS?	X		
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Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform all of the essential functions of this position.

I agree to comply with the College's policies and procedures, as well as all rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards of conduct to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of Berea College. All employees are required to adhere to the Workplace Expectations in all their interactions with members of the College community, including staff, faculty, students and visitors.