

**Assistant Director of Sustainability**  
**Housing & Dining Services**  
**Colorado State University**

The Assistant Director of Sustainability is responsible for providing project management for sustainability initiatives within Housing & Dining Services. This position will lead efforts to integrate sustainable practices into construction, maintenance, purchasing, dining, student housing, transportation, and custodial procedures within the department and in collaboration with campus and community partners. This hands-on position is also responsible for actively engaging residential students in experiential learning and engagement. The Assistant Director of Sustainability will report to the Director of Communications & Sustainability.

Housing & Dining Services is the largest department on the Colorado State campus with over 450 full-time staff and more than 1,700 hourly and student staff members. More than 7,000 students live in campus housing. Conference and Event Services and CSU's Mountain Campus are also part of Housing & Dining Services. Stewardship is one of four key priorities for Housing & Dining Services and the department contributes significantly to campus-wide sustainability achievements, including the first-ever Platinum rating in STARS (Sustainability Tracking, Assessment and Ranking System).

Colorado State University is located in Fort Collins, Colorado and is internationally known for its clean-energy research, integration of sustainability into the curriculum, and commitment to preparing tomorrow's green workforce.

**Minimum Qualifications**

- Bachelor's degree in sustainability, environmental studies, environmental communications, or related field
- Minimum five years professional experience in coordinating, organizing, and implementing sustainability programs and events within higher education
- Experience managing student engagement and leadership programs
- Demonstrated project management experience and collaboration skills in working with different committees, organizations, and audiences
- Strong communication skills

**Preferred Qualifications**

- Master's degree in environmental affairs, student affairs, environmental communications, or related field
- Demonstrated ability to successfully create new projects within a university setting, understanding of how to institutionalize new sustainability efforts, and how to develop programs that advance departmental and university strategic objectives and mission
- Demonstrated knowledge of sustainability policy, practices, processes, and assessment (STARS, annual reports, return on investment calculations, greenhouse gas inventories, etc.)

- Strong leadership and collaboration skills to chair meetings, train staff, engage students, problem-solve, and evaluate business needs for existing and new projects
- Higher education teaching experience
- Ability to work with divergent views and foster collaborations across diverse constituencies/populations
- Commitment to diversity and social justice

#### **Essential Job Duties:**

- **Supervision (30%)**
  - Supervise and advise the Eco Leaders Peer Education Program:
    - Recruit, interview, select, supervise, and manage payroll for sixteen Eco Leaders in the residence halls and five Eco Leaders in Aggie Village apartments
    - Develop curriculum and co-teach two credit courses for the Eco Leaders (GES130 and GES330)
    - Direct Eco Leaders campaigns, service learning projects, and independent projects
  - Recruit, interview, select, supervise, and manage payroll for three sustainability interns, including a compost intern, undergraduate sustainability intern, and graduate sustainability intern
  - Represent the Director of Sustainability in their absence
- **Project Management (30%)**
  - Direct and serve as project manager for more than 100 departmental sustainability initiatives annually including planning, implementing, and reporting results
  - Chair the Housing & Dining Services Sustainability Fund Committee, hear proposals and make purchasing decisions for approved projects, and report project outcomes to the Business Manager
  - Identify and implement best practices for composting program and zero waste events for Conference and Event Services, Mountain Campus, and Dining Services
  - Co-partner with Housing & Dining Services' Facility Planner to manage LEED certification for facility projects
  - Take a leadership role in strategic planning and budget management for sustainability across Housing & Dining Services
- **Engagement and Campus Collaboration (30%)**
  - Work jointly with academic colleges and the City of Fort Collins to establish and manage living laboratories (i.e. composting program, waste-to-energy partnership, bike repair and education room, and farm-to-table initiatives).
  - Serve on campus-wide committees including the President's Sustainability Committee, STARS (Sustainability Tracking Assessment and Rating System) Team, Campus Bicycle Advisory Committee, and other appropriate campus-wide committees
  - Chair the Live Green Team, the internal Housing & Dining Services sustainability visioning group

- Serve as a resource for developing and facilitating training across campus for students as well as staff
- Collaborate with Dining Services to implement green dining practices including increasing the percentage of local /organic food purchased year by year, improving food waste diverted from the landfill, and increasing green dining products purchased (i.e. to go containers, packaging, etc.)
- Collaborate with Housing Operations Management to coordinate and expand sustainable purchasing guidelines, materials recycling, and green cleaning, maintenance, and operation practices
- Collaborate with the Housing & Dining Services Communications Office and CSU External Relations to create sustainability reports, surveys, articles, and multimedia content to support and promote sustainability initiatives
- Collaborate with CSU Alternative Transportation Coordinator to increase alternative modes of transportation within Housing & Dining Services
- Manage sustainability tours of Housing & Dining Services facilities to academic classes, the campus community, community partners, and guests
- **Administration and Assessment (10%)**
  - Lead and implement department assessment efforts for greenhouse gas inventories, climate action plans, and student engagement initiatives including RecycleMania, energy competitions, and other sustainability education and outreach programs
  - Report achievements and outcomes in an annual sustainability report to Housing & Dining Services leadership team

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