

ANNOUNCEMENT OF Professional Vacancy

UNIVERSITY AT ALBANY, STATE UNIVERSITY OF NEW YORK
1400 WASHINGTON AVENUE, ALBANY, NEW YORK 12222

Applications are invited for consideration for appointment for the following position:

Budget Title:	Senior Staff Assistant	Descriptive Title:	Environmental Sustainability Director
Department:	Vice President for Finance and Business	Item Number:	To be determined
Professional Rank and Salary Range:	SL-3	Date to be filled:	As soon as possible
Brief description of duties:			
<p>Under the supervision of the Vice President for Finance and Business, the Director will coordinate all of the University's activities related to responsible environmental programs, including recycling, education, Communication, programming, procurement and policies. The Director will support and manage the efforts of the Environmental Sustainability Task Force and will work closely with the Director of University Energy Programs to coordinate energy efforts with the overall environmental agenda and will be responsible for maintaining the sustainability website and developing other communications materials. The Director will be responsible for interacting with various local, regional, state and federal entities to determine best practices, compliance issues and to seek external funding for campus projects. The Director will also work with various academic departments to develop and coordinate academic and programmatic engagement with the campus environmental vision. The Director will also work with the Department of Residential Life and other student groups to implement environmental programs. This position will supervise any additional employees, graduate assistant or students that may be hired in furtherance of this mission. The Director will participate in campus strategic planning initiatives as they related to environmental issues.</p>			
Qualifications:			
<p>Required: Master's Degree in Environmental Science, Public Administration or Policy, Urban Planning or a related field from a college or university accredited by an US Department of Education or internationally accrediting organization. Practical or research experience in a sustainability related area. The candidate must demonstrate excellent written, verbal and inter-personal skills as well as team building and collaborative skills. The candidate must demonstrate ability to work with culturally diverse populations. Preferred: Two or more years of experience working in a sustainability program in a large college or university setting.</p>			
Special Notes:			
<p>Persons interested in this position should submit a letter of application referencing the P07 # below, a resume and a minimum of three (3) letters of reference.</p>			
Persons interested in the above position should submit a resume along with a letter of application, referencing P07 # below to:	Name and Address:	Chair, Search Committee for the Director of Environmental Sustainability ATTN: Normajeon Bennett University at Albany 1400 Washington Avenue, UNH-212 Albany, NY 12222	
P07-9881 Item No: TBD	Closing date for the receipt of applications:	April 13, 2007	

THE UNIVERSITY AT ALBANY IS AN EO/AA/IRCA/ADA EMPLOYER