

**Rochester Institute of Technology  
Job Description Questionnaire (JDQ)**

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**JOB DESCRIPTION DATE:** June 2019    **POSITION CONTROL NUMBER:** 9754

**REQUESTED POSITION TITLE:** Senior Advisor to the President for Strategic Planning and Sustainability

**COLLEGE / DIVISION / DEPARTMENT:** Office of the President

**POSITION SUMMARY**

Facilitates the university's strategic planning process by providing support to the Strategic Planning Committee of the Board of Trustees and working with the President and Vice Presidents to modify the strategic plan as required. Manages the collection and reporting of strategic plan metrics for the university.

Leads the development and implementation of a campus wide sustainability and environmental strategy that informs the campus master plan to ensure the best use of land and resources to meet RIT's academic, research and outreach missions. Works with university leadership to develop and implement sustainability initiatives and programs that advance RIT's climate commitment and the Sustainable Development Goals, promote behavior change for sustainability, reduce environmental impacts, improve efficiency of the university's operations, preserve natural resources, and increase sustainability literacy.

**MAJOR RESPONSIBILITIES**

Facilitates the university's Strategic Planning process by providing support to the Strategic Planning Committee of the Board of Trustees and works with the President and Vice Presidents to modify the Strategic Plan as required. Manages the collection and reporting of strategic plan metrics for the university.

Develops and implements a variety of initiatives across engagement, operations and policy in support of RIT's campus master plan.

Define goals, performance metrics and a long range plan for sustainability and environmental stewardship. Assesses cost effectiveness, technical feasibility, impact and change management required to achieve acceptance. Monitors and evaluates program effectiveness, documents performance trends, and recommends and implements modifications to improve program effectiveness.

Serves as the primary contact and liaison to the RIT community on all sustainability matters and serves on planning committees. Prepares and presents reports to campus leadership and the broader community on sustainability-related topics.

Represents the university's sustainability and environmental stewardship programs to the public; interfaces with external organizations to ensure cooperative efforts and leverage available resources. Researches and maintains knowledge of best practices with regards to sustainability and environmental planning.

Establishes and leads sustainability programming engaging students, faculty and staff. Foster and coordinate new ideas and concepts for sustainability programming. Coordinates efforts and/or collaborates with departments in promoting, enhancing and managing internal and external communications related to sustainability initiatives and the environment.

## **QUALIFICATIONS**

**EDUCATION** – Check the **minimal** educational background, certification and licensure **required** to competently perform the essential responsibilities of the job.

- No formal education requirements
- High School diploma or General Education Degree (GED)
- Associate’s degree (indicate specific field, if required):
- Associate’s degree or equivalent experience (indicate specific field, if required):
- Bachelor’s degree (indicate specific field, if required):
- Bachelor’s degree or equivalent experience (indicate specific field, if required):
- Advanced degree (indicate specific field, if required): Master’s degree in Architecture, Sustainability, Engineering, Environmental Planning or a related field of study
- Certification, professional license, or credential:
- Valid driver’s license (indicate required class):
- Other:

**EXPERIENCE** – Indicate below the **minimum** number of years of experience **required** to perform the essential responsibilities of the job.

Ten years’ combined experience working in related programs such as architecture, landscape architecture, sustainability, engineering, land use planning or environmental planning, with proven leadership and management experience. In addition, experience and familiarity with campus infrastructure and facilities operations is highly desirable

**SPECIALIZED SKILLS** – List special skills and/or behavioral competencies **required** to perform the essential responsibilities of the job.

Knowledge and experience in sustainability benchmarking, operational performance, metrics and reporting. Must possess and demonstrate the ability to work effectively and collegially with university administrators, faculty, staff, students, government officials and the public.

**OPTIONAL:** Indicate preferred education, experience or specialized skills:

## **SUPERVISION**

- The position does not have any regular responsibility for overseeing or supervising the work of other employees\*
- The position has immediate oversight of employees\* while most of the time performing the same or directly related work as those the position leads.
- The position supervises or manages the work of at least two full-time employees\* or the equivalent. The position includes decisions or recommendations regarding personnel actions such as hiring, disciplinary action, overtime, changes in pay and terminations.

# of Employees supervised (FTEs):   2  

\*do not include students