

## Sustainability Coordinator Job Description

### SUNY Oneonta



**Title:** Sustainability Coordinator

**Position Summary:** Provide leadership to the college community in advancing the college's commitment to sustainability. Work collaboratively with all levels of employees at the College including senior administration, mid-level managers, faculty, staff and students to plan, develop and facilitate coordinated sustainability efforts. Educate others to acquire knowledge, skills, and motivation to realize sustainability initiatives. Support and evaluate existing programs and guide the development of new initiatives that support sustainability. Raise internal and external awareness of existing and developing campus sustainability initiatives.

**Appointment:** Full time, 12 month employee.

**Essential Duties:**

- Coordinate Sustainability Master Plan which has facilities, curricular, co-curricular, research, and service components, and produce an annual report detailing progress.
- Manage a sustainability budget.
- Maintain the College Climate Action Plan in coordination with facilities and other stakeholders.
- Monitor progress towards sustainability benchmarks and assess potential environmental impacts of college-wide projects and curriculum changes (e.g., participate in STARS program).
- Develop standards and policies that lead to institutional changes that promote sustainability.
- Coordinate efforts with Facilities Master Planning and Academic Master Planning committees.
- Serve on the College Camp Advisory Committee, and serve as liaison between Oneonta Auxiliary Services (OAS) and the college community regarding College Camp sustainability issues.
- Provide information and resources for students, faculty and staff to assist with the creation of course content, planning of academic projects or development of research projects related to sustainability.
- Provide input and support to on-campus student committees and groups (e.g., Environmental Action Club) on campaigns, initiatives and programs in order to compliment sustainability efforts.
- Coordinate "co-curricular" sustainability events with Residential Life, including, but not limited to Green Dragon Week, Recyclemania, residence hall competitions, and guest speakers.
- Act as Recycling coordinator and initiate and continue to support waste reduction programs on campus that would include activities such as, but not limited to: