

# Associate Director of Sustainability

## Posting Details

---

Applications will be accepted until midnight (Eastern Time Zone) on the 'Posting End Date' shown below.

<b>Job Title</b>	Associate Director of Sustainability
<b>Applications Accepted From</b>	Planning Unit
<b>Special Instructions to Applicants</b>	This is a waiver of posting for internal applicant. This is a 9-month position working the months of August 1 through May 1.
<b>This position is eligible for the following benefits:</b>	medical, vision, dental, basic and supplemental life, winter break closure, paid holidays, educational benefits for you and eligible dependents, sick leave, vacation, and retirement.
<b>Posting Number</b>	20163019S
<b>Job Description</b>	<p>This is a 9-month position working the months of August 1 through May 1. The Associate Director of Sustainability is the primary outreach representative for sustainability at Ohio University. This individual will direct all marketing, events, and educational endeavors for the Office of Sustainability. This individual will also act as the Sustainability liaison to assigned University operational and academic units and committees, and will fulfill the Director's role in his/her absence. Other duties as assigned.</p> <p>Duties include:</p> <ol style="list-style-type: none"> <li>1. Direct all marketing endeavors for the Office of Sustainability. Metric for success: at least 150 social media posts per year; at least 12 press releases per year; participation in new employee, graduate student, and Bobcat Student orientations; fulfillment of all reasonable requests for tours, interviews, STEP program assistance, local community and media appearances.</li> <li>2. Direct all events for the Office of Sustainability. Metric for success: facilitation of at least 6 events per year for the Sustainable Living Floor; 3 events/year for alternative transportation; 1 event/year for Pollution Prevention week; 1 event/year for Campus Sustainability Day/Month; and 1 event/year for Earth Day/Month.</li> <li>3. Direct all educational endeavors for the Office of Sustainability. Metric for success: instructor of record for a sustainability-focused course at least once per year; facilitation of 4 Professional Development Program continuing education events for Architecture, Design &amp; Construction per year; fulfillment of all reasonable requests for guest lectures and presentations.</li> <li>4. Act as the Sustainability liaison to various University operational and academic units and committees. Lead the University Design Standards Team and coordinate standards revision process. Metric for success: attendance at sustainability-related meetings for assigned operational and academic areas and committees; measured progress towards institutional sustainability goals in assigned operational and academic areas as shown in institutional reports; lead 12 University Design Standards meetings per year and publish revised Standards quarterly.</li> </ol> <ul style="list-style-type: none"> <li>• Must be able to effectively analyze complex and interrelated problems and communicate potential solutions to a wide variety of stakeholders.</li> <li>• Work closely with internal and external teams to analyze data and to assist in making decisions related to the sustainability of the University and its operations. Some of the data may be sensitive and/or confidential.</li> <li>• Sustainability is an evolving field, and as such, novel and creative approaches to problems are the norm. Problems are typically complex and involve analyses of ecological, societal and economic factors to arrive at an optimal decision.</li> <li>• Goals for this position are jointly determined by the Associate Director and the Director of Sustainability, and are accomplished with only broad guidance and overall direction by the Director of Sustainability.</li> </ul>
<b>Minimum Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Sustainability, business administration, educational administration, communications or related fields</li> <li>• 3-5-years' work related experience</li> <li>• 1-2 years' supervisory or managerial responsibilities</li> <li>• Advanced reasoning, research and analysis skills; student management experience; excellent communication, public speaking and collaboration skills; comprehensive understanding of academics.</li> </ul> <p>A combination of education and experience may also be considered.</p>
<b>Preferred Qualifications</b>	<ul style="list-style-type: none"> <li>• Master's degree</li> <li>• LEED accreditation; experience with Workforce, e-Builder, strategic marketing and social media. In-depth understanding of buildings and at least one other Ohio University Sustainability</li> </ul>

theme (energy, water, climate, buildings, food, transportation, student affairs, grounds, procurement, human resources, investments or policies).

<b>Department</b>	Facilities Management
<b>Pay Rate</b>	
<b>Job Open Date</b>	05/14/2020
<b>Posting Close Date</b>	05/20/2020
<b>Job Category</b>	Administrative appointment
<b>Months</b>	9
<b>Planning Unit</b>	Vice President for Finance & Administration
<b>Work Schedule</b>	Standard office hours are Monday-Friday, 8:00-5:00; however, candidates must be willing to work evenings and/or weekends if necessary. This is a 9-month position working the months of August 1 through May 1.
<b>Campus</b>	Athens
<b>Expected hours worked per week</b>	40 + hours per week
<b>Expected duration of assignment</b>	Indefinite
<b>Applicants may contact this person if they have questions about this position.</b>	
<b>Diversity Statement</b>	Ohio University is committed to creating a respectful and inclusive educational and workplace environment. Ohio University is an equal access/equal opportunity and affirmative action employer with a strong commitment to building and maintaining a diverse workforce. Women, persons of color, persons with disabilities, and veterans are encouraged to apply. Ohio University is a member of the OH/Western PA/WV Higher Education Recruitment Consortium. <a href="http://www.ohwpawherc.org">www.ohwpawherc.org</a>
<b>Employment Type</b>	full-time regular
<b>Job Family/Subfamily</b>	
<b>Career Track &amp; Level</b>	
<b>Pay Grade</b>	CA&P 17
<b>Clery Act Crime Statistics</b>	To view the Clery Act Compliance Report <a href="#">Click here</a>

## Applicant Documents

---

### Required Documents

1. Resume/Curriculum Vitae
2. Cover Letter
3. References

### Optional Documents

## Posting Specific Questions

---

Required fields are indicated with an asterisk (\*).