



POSITION DESCRIPTION

Sustainability Officer : Targett Gross, Katharine

POSITION SUMMARY

S82190 - Sustainability Officer

Department: Office of Sustainability
Current Employee: Targett Gross, Katharine
User Role: General
Job Family: Technical/Scientific
Grade: 10 - 40
FLSA Classification: Exempt
Direct Supervisor/Manager Title: Exec Dir of Business Services
Next Level Management Title: Vice President, Finance & Adm
Adverse Weather Designation: Non-Instructional Staff
Position Purpose:

With considerable latitude and independence of action, the incumbent is responsible for leading campus wide sustainability programs by initiating and coordinating operations and student sustainability activities and supporting such activities in academic and research programs. Functions as a visionary leader and organizational strategist to help Lehigh become a national model for sustainability in higher education. Participates in creation of the strategy to integrate sustainability into both the operational and academic functions of the University, networks with and facilitates internal and external resources to accomplish that goal, and evaluates the needs of the University community. Further, is involved in development of programs and new initiatives to enhance Lehigh's stature and creates detailed implementation plans for those initiatives. In coordination with University Communications, creates and implements communication strategies to promote broad awareness of initiatives. Fosters development of a University-wide process and organizational structure to support sustainability inquiry, change, and assessment. Builds effective partnerships and relationships with surrounding communities and key Lehigh Valley institutions and establishes effective linkages with units across campus that may have sustainability initiatives in process or as part of their overall strategies. Coordinates, supports, and expands opportunities for faculty, staff, students and administrators to learn about sustainability issues throughout the academic and operational dimensions of University life.

KEY ACCOUNTABILITIES

Accountability # 1

Accountability: Engagement and education

Supporting Activities: Fosters a culture of sustainability broadly across campus units; serve as a lead for all sustainability activities on campus

Inform staff, faculty and students on sustainability best practices, providing a central clearing house of case studies, guidelines and financial incentives.

Collaborate with departments and campus committees organizing events and educational opportunities

Build effective partnerships and relationships with surrounding communities and key Lehigh Valley

institutions to advance sustainability in the region

Impact/Outcome:

Provide additional information if desired:

Accountability # 2

Accountability: Strategic planning and implementation

Supporting Activities: Create, drive and lead a vision for university's sustainability agenda aligned with larger mission; develop a coherent, campus-wide sustainability strategy including around academic, research, operations, and student sustainability activities

Coordinate with academic community to integrate sustainability into the educational experience, including curricular and co-curricular opportunities

Identify and adapt sustainability best practices from other universities, corporations and government, assessing their cost effectiveness, technical feasibility and acceptance by the Lehigh community

Create policies and plans for sustainability initiatives and work with departments to implement approved project plans

Identify and prioritize areas for institutional sustainability efforts, including developing a strategic plan incorporating long- and short-term objectives and programs

Engage the institutional leaders to successfully cultivate implementation broadly across campus units; presenting objectives, programs and progress to the Senior leadership and campus stakeholders as appropriate

Impact/Outcome: Minimized waste, increased energy efficiency, reduced carbon emissions and enhanced sustainable design and construction. Infusion of sustainability into course content, stakeholder literacy and educational experience. Build leadership capacity throughout campus while managing change.

Provide additional information if desired:

Accountability # 3

Accountability: Reporting and communication

Supporting Activities: Present an annual report to Lehigh's Senior Officers and Board of Trustees on the state of sustainability at the University and on key priorities for the advancement of sustainability.

Provide sustainability leadership within the local community and in US higher education; represent the University at local/regional/national venues and activities, as appropriate.

Working with University Communications and others, increase Lehigh's reputation as a leader in sustainability through various media

Impact/Outcome: Internal and external stakeholders understand Lehigh's sustainability performance, impact and leadership.

Provide additional information if desired: Writes a year-end annual report.

desired:

Accountability # 4

Accountability: Advancement

Supporting Activities: In conjunction with Development and Alumni Relations, initiate and shepherd alumni affinity network, development of prospects pipeline, stewardship planning to support campus sustainability priorities

Build relationships with alumni, community partners, corporations and other universities to garner support for sustainability initiatives.

Identify strategic institutional sustainability priorities best suited for alumni and partnership engagement

Impact/Outcome:

Provide additional information if desired:

Accountability # 5

Accountability: Budget and office oversight

Supporting Activities: Direct Office of Sustainability; Supervise full and part time staff, associated hourly wage employees, and 30-40 graduate and undergraduate students.

Manage budget including office operating budget, Sustainability Gifts, Eco-Rep Leadership Program, Lehigh Sustainability Council, Sustainable Initiative Grant, Revolving Loan Fund, SustainabLEHIGH and others to align with campus priorities and ongoing efforts

Identify and secure financial resources needed for institutional sustainability priorities

Identify and develop revenue generating activities and community outreach efforts, including Bethlehem Farmers Market; Manage growth of emergent programs, develop appropriate management and accountability structures

Impact/Outcome: Alignment of resources of office with the vision and goals for Lehigh sustainability leadership

Provide additional information if desired:

ORGANIZATION *Part A*

Direct Supervisor/Manager:
Exec Dir of Business Services

Next Level Management:
Vice President, Finance & Adm

Supervises	Number of Individuals
Sustainability Coordinator	1
Student Workers, wage employees, and/or volunteers	0

ORGANIZATION *Part B*

This position's work assignments are obtained primarily Independently

SUPERVISOR RESPONSIBILITIES

This position is responsible for supervising others.

Resource Type

Salaried Staff

Scope of Supervisory Responsibility

Supervises work of other others, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans job content.

SKILLS

Type: Analytical

Specifics: Collect and research readily available data; Collect and research complex data; Review and quality check data; Use intuition and experience to complement data;

Type: Communication

Specifics: Provide and/or exchange information; Coach and/or counsel; Negotiate or persuade with internal individuals/groups; Negotiate or persuade with external individuals/groups; Serve as spokesperson; Draft correspondence, routine other written materials; Draft complex documents (e.g., reports, proposals, manuals); Deliver presentations/speeches to internal groups; Deliver presentations/speeches to external groups; Direct or instruct;

Type: Computer Skills

Specifics: Word processing, basic spreadsheets, presentation development;

Type: Counseling

Specifics: Determine course of action and resources needed; Evaluate progress against and modify plan;

Type: Design

Specifics: Generate creative solutions;

Type: Equipment Operation

Specifics: None

Type: Leadership

Specifics: Establish direction; Align people; Motivate and inspire;

Type: Management and Supervision

Specifics: Determine training needs; develop and implement training plans; Plan, assign, and schedule work; Delegate work assignments and responsibilities; Interview job candidates and make recommendations for selection; Establish and communicate job accountabilities and performance expectations; Provide appropriate performance feedback; Evaluate performance and develop plans for improvement; Identify improvement needs in processes, procedures, and practices;

Type: Project / Process Management

Specifics: Develop project plans; Coordinate projects; Communicate changes and progress; Monitor progress and adjust to timetable as necessary; Complete projects on time and budget; Manage project team activities;

Type: Teaching/ Instruction / Education

Specifics: Display original thinking and creativity; Develop innovative approaches and ideas; Present ideas and information in a manner that gets others' attention; Assess and respond to questions and inquiries; Demonstrate group presentation skills; Speak clearly and persuasively in positive or negative situations; Write clearly and informatively;

Type: Technical

Specifics: Present numerical/technical data effectively; Gather and analyze information skillfully; Develop alternative solutions; Assess and respond to customers' needs; Collect and research data; Identify and resolve problems;

Type: Other Types

Specifics: None

EDUCATION

Education:

Required? Type



Bachelor's Degree

Field(s) of Study

Environment-related (science, engineering, policy)

Other Training:

WORK EXPERIENCE

Time Period: 5-8 Years

WORK SCHEDULE AND TRAVEL

Daily: Regular Schedule

Weekly: 40 hrs/week

Annually: 12 months/year

Additional Work Schedule Information:

May require nights and weekends for event coordination and attendance, both on and off campus.

PHYSICAL ENVIRONMENT DEMANDS

Physical Demands/Work Environment

Frequency of Activity

- Office environment/no specific or unusual physical or environmental demands.

MISCELLANEOUS

Fiscal or Financial Responsibility

This position has fiscal or financial responsibilities other than employee expense activity, such as processing or approving transactions; monitoring or preparing budgets; or generating income for University.

SIGNATURES

Staff Member: _____ Date: _____

Supervisor: _____ Date: _____

Finalized Version