

Job Category: Professional/Administrative

Title: Assistant/Associate Director, Sustainability; Program Coordinator/ Programming Manager, Environmental Studies

Full Time/Part Time: Full-Time

Division: Dean of the Faculty

Department: Office of Sustainability; Environmental Studies Program

Job Description

Colgate University, widely recognized as a national leader among private liberal-arts colleges, is located in Hamilton, New York, in the beautiful Chenango River Valley. In 2019, Colgate became the first college or university in New York State to achieve carbon neutrality, and the university's sustainability program is one of the top-rated in the country. Colgate's Environmental Studies (ENST) Program, established in the early 1980s, is an interdisciplinary program that draws upon the expertise and strengths of faculty in a variety of departments including Environmental Biology, Geography, Geology, and Economics. The Office of Sustainability and the ENST Program have a mutually beneficial and collaborative relationship that accentuates each program's strengths. The Assistant Director of Sustainability and ENST Coordinator serves as a key nexus between the two programs.

The Assistant Director of Sustainability and ENST Coordinator works within Colgate's Office of Sustainability and Environmental Studies Program to advance campus sustainability, curricular, and co-curricular initiatives in alignment with core institutional goals. This includes, but is not limited to mitigating greenhouse gas emissions, maintaining carbon neutrality, building climate resilience, and reducing waste; supporting the ENST academic program through community building and event planning; and developing empowering, inclusive, and impactful student experiences that utilize science-backed behavior change frameworks and ethical leadership principles.

Accountabilities

Accountable for hiring, supervising, and mentoring student workers for both programs. Lead and manage Colgate's sustainability internship program to provide a robust and meaningful student experience that both catalyzes student development and advances the University's sustainability goals.

Accountable for program and project management, including oversight of select sustainability office programs including the Oak Event Certification program, Green Bikes Program, and Sustainability Representatives program.

Assists the director of sustainability with data collection and tracking of Colgate's greenhouse gas (GHG) inventory. Collects and analyzes data for various tracking and benchmarking data such as Colgate's annual greenhouse gas inventory. Assists with sustainability ranking systems and third-party assessments, such as AASHE STARS. Administers and analyzes the annual Environmental Studies student survey.

Accountable for event management. Oversee events hosted by the Environmental Studies Program, such as the brown bag lecture series, and sustainability office events such as the

annual 13 Days of Green. Build student community around environmental studies and sustainability through the events and social life of each office.

Accountable for curricular/ co-curricular student engagement. Works closely with the environmental studies director and sustainability director to facilitate and support curricular/co-curricular student learning experiences.

Accountable for outreach and communications. Keeps the environmental studies and sustainability web pages up-to-date, oversees the publication of environmental studies and sustainability office newsletters, and oversees the creation of publicity materials for both programs.

Accountable for maintaining and developing the Environmental Studies Resource Room and lending library.

Technical Competencies

Sustainability and Climate Action Planning	Demonstrated expertise in environmental concepts, sustainability design and planning, and greenhouse gas accounting. Ability to develop and implement sustainability initiatives on campus and in the community. Demonstrated knowledge of waste minimization strategies.
Outreach and Communications	Demonstrated ability to develop and implement comprehensive communication campaigns and educational outreach events that have quantifiable objectives, methods, outcomes, and timelines for various audiences including faculty, staff, and students.
Research, Assessment, and Analysis	Demonstrated ability to understand and make use of research methodologies and techniques to produce useful information/reports. Connects intended program priorities, outcomes, and goals to office and institutional priorities, outcomes, and goals. Demonstrated ability to select appropriate measures to assess if intended outcomes are being achieved. Demonstrated ability to use data and analysis to improve program outcomes.
Technology	Demonstrated ability to understand and use a broad range of applications and technology. Ability to apply technology tools to manage information, analyze results, and create publications.
Program, Project, and Event Management	Demonstrated ability to organize duties and delegate work to complete projects and organize events in a timely and professional manner.
Student Development	Demonstrated knowledge of leadership and professional development principles within the context of a small, private, residential, rural liberal arts institution. Demonstrated ability to coach

	students to become ethical and effective leaders.
Relationship Management and Stakeholder Engagement	Demonstrated ability to display tact as well as social sensitivity and savvy with students, staff, faculty, guests, members of the local community, and other relevant stakeholders. Demonstrated ability to gain trust and build rapport with key stakeholders and constituents.
Diversity, Equity, Inclusion, and Belonging	Demonstrated commitment to proactively engage, understand and draw on a variety of perspectives. Demonstrated ability to assess and design university processes to be reflective and representative of all students, staff, and faculty. Demonstrated ability to create environments that are welcoming and accessible. Demonstrated knowledge of inequalities and ability to make institutional changes to address these concerns.

Behavioral Competencies

Personal Accountability for Results	Takes responsibility for decisions, performance, and outcomes; behaves in a responsible manner with a positive attitude; shows self-awareness and openness to feedback.
Effective Communication	Demonstrates effective written and oral communication skills; shares information and seeks input from others; adapts communication to diverse audiences; protects private and confidential information.
Problem Solving and Decision Making	Analyzes and prioritizes situations to identify and solve problems; generates solutions to improve efficiency and quality; involves others in solving problems and making decisions; factors organizational goals into decisions; makes clear, transparent, and timely decisions.
Change Management	Responds positively to changing university initiatives and readily adapts behavior to maintain effective performance; understands the long-term direction of the university and can relate this to departmental area; adapts to new methodologies; identifies and acts on areas where change is appropriate.
Leadership and Teamwork	Applies skills and knowledge to provide a climate to achieve departmental and organizational success; balances individual and department goals; helps others perform at their best; builds productive relationships to enhance individual and organizational effectiveness; treats others with respect; resolves conflicts among team members.

Creativity and Innovation	Generates, explores, encourages, and implements innovative ways of creating strategic value for the university, division, department, and individual level; critically assesses the effectiveness of new initiatives.
Diversity and Inclusion	Demonstrates respect for people and their differences; understands the benefits of a diverse workforce; earns the trust and respect of others; includes and welcomes others; works to understand the perspective of others; promotes opportunities to experience diversity within our community.
Sustainability	Understands the impact of decision-making and personal behavior in achieving the university's commitment to a sustainable and carbon neutral campus; supports and advances the university's sustainability initiatives; influences others to use sustainable practices.

Professional Experience/ Qualifications:

- Three or more years of professional work experience in sustainability or closely related field
- Proficient in software and computer applications specifically Microsoft Word, Excel, and Google Suite, required
- Excellent organizational, time management, and communication skills
- Exercises discretion and utilizes independent judgment when mentoring students, implementing new programs, and when developing outreach and communications materials.
- Self-motivated, driven, and detail-oriented
- Able to adapt to changing work settings and priorities
- Capable of working collegially with a diverse group of faculty, staff, and students on a daily basis

Preferred Qualifications:

- Experience working in a residential, liberal arts, higher education setting
- Experience conducting GHG inventories in alignment with the WRI GHG Protocol
- Experience using science-backed behavior change frameworks such as *Community Based Social Marketing*
- Experience managing organizational social media platforms
- Experience leading and managing a diverse, cross-functional, collaborative team
- Experience with sustainability strategic planning (e.g. climate action planning, zero waste planning, resilience planning)

Education:

- A Bachelor's degree in sustainability or a related field is required