



FOR STAFF HR USE ONLY									
Reviewed by:	G	C	Date:	0	4	2	6	1	6

**CALIFORNIA STATE UNIVERSITY, LONG BEACH
STAFF HUMAN RESOURCES**

POSITION DESCRIPTION

Note: A current and accurate Position Description is required for each staff position on campus, and must be on file in the Office of Staff Human Resources. The Position Description should be completed by the supervisor with the assistance of the incumbent. After completion, the Position Description should be reviewed, signed and dated by the employee, the supervisor, the Administrative Services Manager, and appropriate administrator prior to submission to Staff Human Resources. Please attach a current copy of the organizational chart for your department.

DATE: March, 2016

COLLEGE / DIVISION: DAF - Physical Planning and Facilities Management

DEPARTMENT: Sustainability

Please check one:

RECRUITMENT

- New Position
- Existing Position

CLASSIFICATION REVIEW

- Cycle Review
- Individual Requested
- Management Requested

REVISION

- Changes in job duties
- Change in Supervisor
- Signed Copy
- Other

INCUMBENT:

EMPLOYEE ID:

CLASSIFICATION: Administrative Support Assistant II

WORKING TITLE: Sustainability Program Assistant

POSITION NUMBER:

TIME BASE: 1.0

SUPERVISOR: Manager, Physical and Capital Planning

Position requires access to PeopleSoft (Please check those that apply):

- Finance Human Resources Student Administration None

I. **PURPOSE OF POSITION:** State the basic purpose of the position in one or two specific statements.

The Sustainability Program Assistant is responsible for providing administrative and programmatic support for the university's sustainability program. The Program Assistant's responsibilities will include supporting implementation and coordination of sustainability practices and programs among the campus community of students, faculty and staff by assisting with the planning, analyzing, reporting, communicating, and launching of campus wide sustainability programs and initiatives. Sustainability programs include energy efficiency, water conservation projects,

recycling, zero waste initiatives and collaborative sustainability projects with students, faculty and the wider community.

Under the supervision of the Sustainability Coordinator and Manager of Sustainability, incumbent is responsible for supporting efforts to work within and across all units and boundaries of the University to develop and foster partnerships between academic programs and University administrations/operations to institutionalize sustainability values and resource conservation. Incumbent assists Sustainability Coordinator in coordinating the work of others throughout the University to ensure program goals and objectives are met. Incumbent assists in the coordination of the work of student assistants and volunteers for research initiatives and project development and implementation.

- II. **MAJOR RESPONSIBILITIES:** Clearly list the major responsibilities in descending order from the most important to the least important. Indicate approximate percentage of time spent in each.
1. Assist with coordination of campus sustainability program, initiatives, activities, class projects, and student groups/clubs (30%)
 2. Manage administrative tasks related to Sustainability Committee, Working Groups and other sustainability-focused committee activities (20%)
 3. Assist with sustainability communication, training and outreach programs and events (20%)
 4. Assist with data collection, tracking, and reporting related to sustainability programs, plans and assessments (20%)
 5. Assist in supervision of Student Assistants and coordination of internships and volunteer participants (10%)
- III. **CHANGES IN RESPONSIBILITIES:** What changes have occurred in the assigned duties and responsibilities since the position was filled or the last review? Be specific. If responsibilities have increased, which ones and in what way? Were new duties added? What did they replace?
N/A
- IV. **LIST OF TASKS OR DUTIES:** Use action verbs such as type, install, and receive to describe what is done, with or for whom the action is taken and purpose or outcome achieved. This list should support the major responsibilities indicated in Section II.

Assist with coordination of campus sustainability program, initiatives, activities, class projects, and student groups/clubs (30%)

- a) Assist Sustainability Coordinator with planning and coordinating meetings, events, trainings, outreach programs, internships, and communication/publicity efforts
- b) Assist with coordination and implementation of sustainability initiatives recommended by the Sustainability Committee and its Working Groups
- c) Assist with coordination of individuals, groups, and departments to develop and implement campus sustainability policies and procedures
- d) Develop relationships with campus and community stakeholders to support the University's sustainability programs and initiatives

- e) Assist with development and coordination of sustainability-related service learning projects and other academic and research projects
- f) Under direction of the Sustainability Coordinator, investigate opportunities to collaborate with academic programs to involve faculty and students in campus wide sustainability projects, initiatives and research projects and connect related academic programs to University based sustainability programs and operational needs
- g) Research sustainability best practices, strategies and technologies
- h) Schedule appointments, meetings, presentations

Manage administrative tasks related to Sustainability Committee, Working Groups and other sustainability-focused committee activities (20%)

- a) Assist with recruitment of members and tracking of participation
- b) Record and distribute meeting minutes and notes
- c) When Sustainability Coordinator, Sustainability Manager, or Committee Chairs are unavailable, facilitate meetings as needed
- d) Schedule meetings, reserve meeting spaces
- e) Assist with meeting schedule communications and distribution of agendas
- f) Create and organize project files to ensure project scope, implementation, and results are well documented.
- g) Assist Sustainability Coordinator and Sustainability Manager with developing project budgets and cost benefit analysis for presentation to campus stakeholders and the Sustainability Committee.

Assist with sustainability communication, training and outreach programs and events (20%)

- a) Assist with planning and execution of campus wide sustainability outreach events such as Eco Week, Sustainability Week/Month, Fall Sustainability Mixer, Earth Week, Green Generation Mixer, and other campus sustainability events.
- b) Assist with development and distribution of sustainability educational materials for the campus and community
- c) Assist with development and delivery of outreach and training programs including the Green Office program, Zero Waste training for employees and students and other sustainability related training programs
- d) Assist with efforts to publicize and promote the sustainability activities and accomplishments of the university through promotional materials, social media channels, website, tabling at campus events and communications campaigns
- e) Assist Sustainability Coordinator in analyzing current procedures and processes to assist in developing sustainable recommendations to the Sustainability Committee.

Assist with data collection, tracking, and reporting related to sustainability programs, plans and assessments (20%)

- a) Assist with completing and maintaining campus Sustainability, Tracking, Assessment, and Reporting System (STARS) database and reports.
- b) Assist with completing annual greenhouse gas emissions inventories and reports
- c) Assist with completion of annual Climate Action Plan progress reports
- d) Assist with collecting and compiling waste diversion data and reports

- e) Assist with completion of other internal and external sustainability reports
- f) Assist with surveying campus infrastructure and operations to gather data used to develop and improve sustainability programs

Assist in supervision of Student Assistants and coordination of internships and volunteer participants (10%)

- a) Assist with interviews and selection of student volunteers under the direction of the Sustainability Coordinator
- b) Assist with coordination of internships to provide students with “learn/work” experience in the planning, development and implementation of sustainability programs
- c) Assist with supervision of day to day activities of student volunteers

V. **SUPERVISION OF OTHERS:** List of individuals that incumbent trains and supervises. Indicate name, title, hours per week, and type of supervision.

Name	Class Title	Hrs/Week	Type of Supervision	
			Direct	General
			<input type="checkbox"/>	<input type="checkbox"/>

VI. **PURPOSE AND NATURE OF WORK RELATIONSHIP:** Describe your most important and frequent working relationships with people on and off campus (other than supervisor or those supervised).

Name	Purpose	Frequency
Sustainability Coordinator	Assignments, information exchange	Daily
Faculty/Students	Coordination of activities	Daily
Manager of Sustainability	Assignments, information exchange	Weekly

VII. **REQUIREMENTS OF POSITION:**

- A. If applicable list education, experience, certificates, licenses, or background checks required.
 - Two years of experience providing administrative support in an office environment required (preferably higher education or other large non-profit institutional setting)
 - California Driver License required
 - Equivalent to a BS/BA degree from an accredited college or university preferred.
 - Minimum one year of experience in the field of sustainability, resource conservation or energy management preferred.
 - A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU.

- B. List additional skills, knowledge, and abilities required for this position and tell why it is required. Relate this requirement to the major responsibilities.
 - Follows all University policies, procedures, and guidelines including but not limited to safety, civility, information security and non-discrimination policies and procedures.

- Contributes to a positive university experience for each and every student, and assists in achieving the university's commitment to a "vision of excellence."
 - The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
 - California State University Long Beach expects respectful, professional behavior from its employees in all situations. Acts of harassment or abusive conduct are prohibited. Demonstrated appropriate professional behavior, treating others with civility and respect, and refusing to tolerate abusive conduct is expected of all employees.
1. Demonstrated interest in and knowledge of sustainability issues and concepts at the local, national and global level.
 2. Ability to communicate clearly and effectively orally and in writing.
 3. Ability to develop and deliver presentations and papers in both informal and formal settings.
 4. Ability to work with various and diverse constituencies to identify issues, develop working relationships and consensus building in order to recognize common goals, implementing programs, initiatives and procedures/processes that advance the goals and values of sustainability.
 5. Experience with program development, planning (including event planning), implementation and project management.
 6. Demonstrated skills in decision making, judgment, discretion and confidentiality.
 7. Strong problem solving and analytical skills.
 8. Ability to coordinate a wide variety of duties, responsibilities and projects with often competing deadlines with ability to take effective action under pressure.
 9. Strong presentation skills in the preparation and formal/informal presentation of: workshops and papers both graphically and in narrative format.
 10. Knowledge and experience coordinating projects involving diverse stakeholders
 11. Ability to maintain and report progress on multiple projects and tasks and adjust to short and often changing deadlines.

- C. List machines, tools, equipment and motor vehicles used in the performance of duties.
Computer terminal and basic office machinery; Electric cart when needed.

VIII. **SPECIAL WORKING CONDITIONS**

See Physical Summary

SIGNATURES: (Signature indicates position description is an accurate and correct statement of duties and responsibilities assigned to position.)

_____ Incumbent	_____ Date
_____ Supervisor	_____ Date
_____ Appropriate Administrator (level 4)	_____ Date
_____ Appropriate Administrator (level 3)	_____ Date

**ATTACH COPY OF CURRENT
ORGANIZATION CHART**

PHYSICAL SUMMARY

Use for all staff positions.

Physical Summary: Choose one description out of the categories below that best describes this position.

- Sedentary work** – Involves mainly sitting. Walking and standing are minimal. Lifting is limited to lightweight objects (10 pounds or less).
- Light work** – Job involves some lifting of medium weight objects (10 –20 pounds) and/or 10% - 20% of the job involves standing or walking.
- Medium work** – Job involves lifting heavy-weight objects (20-40 pounds) and/or 20% - 40% of the job involves standing, squatting, kneeling, or walking. May require pushing or pulling objects within the weight limits.
- Heavy work** – Job involves lifting more than 40 pounds. Approximately half of the incumbent’s time will be spent walking, standing, squatting, kneeling, or climbing.

Environmental Factors / Physical Factors: Check the appropriate box for each of the following items which most accurately describes the extent of the specific activity performed by this employee.

	Number of Hours per day				
	N/A	1-3	3-6	6-8	8+
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending (neck)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending (waist)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing (working at height)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive use of hands	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Above shoulder work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Below knee work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing protection required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eye protection required	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reg. extreme temperature changes – greater than 50 degrees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying weight above 25lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Unique working conditions: Outline specific physical, environmental, or unique conditions associated with the position.

Driving: Car Truck Forklift Cart

Exposure to extremes: temp dust humidity gas fumes chemicals

Working with biohazards: blood borne pathogens sewage medical waste

Equipment & Machinery:

Appropriate to position

Walking on uneven ground (outside work):

N/A

Other:

N/A