

East Carolina University Position

The Position form is used to record the duties, responsibilities, qualifications sought and fiscal impact of classified and nonclassified positions. This information is the basis for determining the title, salary rate, and Fair Labor Standards Act exemption status for positions. To achieve these purposes, it is essential that detailed and exact information pertaining to current duties, responsibilities, and qualifications be accurately recorded on this form.

Employee Details	
Employee First Name	VACANT
Employee Last Name	VACANT
Employee ID Number	VACANT
Position Title	
Classification title:	10301 University Program Specialist
Salary Table:	AM
Salary Grade:	PS0RG
Job Class Code:	10301
OAC Code:	30 - Professional
Type:	Staff SPA
Job summary/basic function:	<p>Employees in this banded class provide consultation and program/project administration in a specialized or targeted program area of assignment, supporting the university in achieving stated program goals and objectives. Employees may serve as lead consultant, program manager and/or project manager. Work involves developing and maintaining productive collaborative work relationships and assessing and responding to client needs. Employees interpret and apply program policies and practices. Employees provide consultation, counseling, perform program/project administration, conduct information research and analysis, and market the assigned program. Work may include associated administrative and/or business functions. In these roles, employees may supervise staff. Program areas of assignment may include one or more of the following: fund development, program/facilities coordination and administration, program development, delivery and marketing, pre- or post-grant administration, and small business development.</p>
Required education/experience/skills (minimum qualifications):	Bachelor's degree and one year of experience related to the area of assignment; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.
Position Details	
University:	East Carolina University

Division:	Administration and Finance
Department:	259511 AF Fac Maintenance Adm West HR
Percent FTE: (ie. .50 or 1.00)	1.0
Working Title:	University Sustainability Manager
Position competency level: (if Career Banded)	Advanced
Name of Immediate Supervisor:	Avin, Griffin
Supervisor's title:	Director of Facilities Services, HSC
Supervisor position #:	900579
Position # (Assigned by Human Resources)	002321
E-Class:	S1 - SPA FT Perm exempt
Current employee:	Vacant, Vacant
Months per year:	12
Work Schedule: (M-F, Rotating Shifts, etc.)	M-F
Work Hours: (8-5pm, etc.) Mandatory Position:	8-5pm
(A position that is critical to university operations is considered a mandatory position. An employee holding this position may be considered an Emergency, Essential, or Mandatory employee.)	No
Personnel Date	06-16-2015
Primary Purpose of Organization Unit: <i>A general description of the organizational unit to which the position is assigned, including a description of the programs and services to be provided.</i>	Campus Operations is a broad diverse division of Administration and Finance that includes all aspects of facilities management at East Carolina University. East Carolina University is the third largest university in the North Carolina system. Campus Operations is a major division of Administration and Finance with approximately 500 employees and a budget in excess of \$30 million. Campus Operations includes the Main Campus, the Health Sciences Campus, West Research Campus, and satellite locations, associated with university programs. The following departments report directly to the Associate Vice Chancellor for Campus Operations: Campus Operations administration; Facilities Services - Main Campus; Building Services: Carpentry Shop, Masonry Shop, Locksmith, Automotive Services, Paint Shop; Facilities Service Center; Grounds Services including Moving Services and Recycling Services; Utilities Services: HVAC Shop, Life Safety Shop, Electrical Shop, Plumbing Shop, Steam Plant; Facilities Services - Health Sciences Campus: Building Trades, HVAC Shop, Controls Shop, Electrical Shop, Plumbing Shop, Steam Plant; Housekeeping Services; Facilities Engineering & Architectural Services;

	and Risk Management. Campus Operations is responsible for university utilities production and distribution.
<p>Primary Purpose of Position:</p> <p><i>A summary of the position's duties (I.e., usual faculty teaching duties/instructional, administrative and/or research.)</i></p>	<p>The University Sustainability Manager (USM) is expected to function as a visionary leader and organizational strategist to embed principles of sustainable prosperity in all the university's roles as a place of learning and research, a business enterprise, and a member of the local community. The USM will be responsible for the coordination and advancement of existing and emerging sustainability programs and initiatives at East Carolina University. The USM will collaborate with faculty, staff, students, administration, and campus committees, providing the knowledge, skills, and motivation that will foster the integration of sustainability values and practices into the Universities' strategic planning process, the management of its resources, operations, facilities planning and design, research activities, curriculum, and the extra-curricular life of the university. The USM will create and implement communication strategies to promote broad awareness of initiatives and develop a University-wide process and organizational structure to support sustainability inquiry, change and assessment. The Sustainability Manager will report directly to the University Chief Sustainability Officer (CSO).</p> <p>Work requires excellent analytical, communication and organizational skills; an ability to self-motivate, multitask and work in a fast-paced environment.</p> <p>The position requires a Bachelor's degree and one year of experience in environmental studies, environmental sciences, communications, biology, ecology, architecture, planning, business, economics, public health, public policy or related field or program or an equivalent combination of education and/or experience. All degrees must be received from appropriately accredited institutions. The applicant should be proficient in the use of the Microsoft Office suite of applications (Word, Excel, Power Point, Publisher, etc.). The applicant must possess strong communication and interpersonal skills.</p>
Primary Purpose of Position continued, if needed:	
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Change in Responsibilities or Organizational Relationship:	<p>The East Carolina University Sustainability Committee (ECUSC) now has a mission and framework in place to support the development and implementation of new sustainable prosperity policies and practices throughout the University. In order to successfully facilitate institutional change (as required by the UNC Sustainability Policy and ECU's commitment to resource stewardship) and effectively implement its mission, ECU needs a full-time University Sustainability Manager. Having the support of a full-time Manager will allow the University to move forward with the groundwork laid by the ECUSC to become an effective state and national leader for environmental stewardship, social equity, and economic security.</p>
Minimum Qualifications:	
Preferred education and experience:	<p>The preferred candidate would have four years of coordinating and implementing sustainability programs at an institute of higher education or five years progressive work or volunteer experience and</p>

	<p>significant coursework and experience in environmental studies, environmental sciences, communications, biology, ecology, architecture, planning, business, economics, public health, public policy or related field. Experience in marketing, promotion and event management is a plus. The preferred candidate would also possess a wide range of knowledge on environmental, social, and economic sustainability issues and controversies and the strategies, technologies, and best practices to solve them.</p> <p>Strong interpersonal and communication skills, ability to work on a team, build coalitions, and communicate effectively with a diverse student, faculty, and staff population is expected. The ability to analyze cost/benefit of future and current programs and with experience in website design and maintenance a plus.</p>
Department Representative (SPA):	Avin, Griffin
Department Representative (EPA):	
Contact phone: (format: xxx-xxx-xxxx)	252-744-2251
License or Certification Required by Statute or Regulation:	No
Is a license or certification required?	Yes
What kind and type?	NC Driver's License
Budget Sources: (comments for budget info only)	
Comments: (add position info only)	Position comp level is Advanced but I mistakenly put Journey instead of Advanced for Consultation & Info Analysis/Decision Making instead of Advanced. This action is to correct the comp level for those two competencies. PW 7-15-15

Job Duties

Percent of Duty Total: **100**

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% of Time	Responsibility / Duty	How Performance Is Measured
25	<p>Outreach and Education: Serve as a sustainability awareness educator for the university community; educate all members of the university community, current and prospective, about environmental responsibility and promote sound campus stewardship and commitment to sustainability principles; increase the understanding of the interconnectedness and interdependence of the three dimensions of sustainability: social, environmental, and economic at East Carolina University; develop, plan, coordinate and implement activities including but not limited to seminars, conferences, workshops, short courses, clubs, public events and other programs for a variety of campus and community groups in order to promote sustainability awareness and literacy and inspire sustainable practices; promote sustainability at various campus events including but not limited to: new student/staff/faculty orientation,</p>	<p>Improvement in AASHE STARS rating scores: overall, academics (AC1-11), and Engagement (EN1-16); observation by supervisor, ECU Strategic Plan: Unit Action #1: Develop diverse and targeted outreach and educational offerings on sustainability and the systematic integration of sustainability principles throughout the institution, Metric #4: Conduct no less than two faculty workshops on the integration of sustainability into curriculum and the AASHE STARS report by the end of fiscal year 2016.</p>

	<p>Fall Kick-off, Employee Appreciation Day, Earth Day, America Recycles Day, Sustainability Day, etc.; collaborate with Student Life to identify partnership opportunities and develop co-curricular programs contributing to both sustainable behavior and the student experience.</p>	
25	<p>Reporting and Communications: Actively disseminate information about the universities sustainability advancement and activities; report annually on the state of sustainability at the university and on key initiatives that could advance sustainability; identify, design, and oversee the publishing, printing, and distribution of educational and promotional materials (including brochures, fact sheets, signs, public service announcements, press releases and ads) for general purposes as well as for special events and high-profile projects; regularly generate new content for the sustainability website, Facebook, The East Carolinian, Pieces of Eight, and other forms of mass communications; consult and collaborate with the University's Marketing and Communication office to produce press releases and articles for publications; send updates about the universities sustainability advancement and activities to other institutions of higher education and national organizations; serve as a University representative/spokesperson at sustainability-related meetings and conferences; support and participate in the periodic updates to the university's AASHE STARS report, providing requested data to the CSO; updating the university Greenhouse Gas Emissions inventory and report periodically on the universities progress toward carbon neutrality by 2050; serve as webmaster of the website that will be the "Go To" resource for information on Sustainability at ECU; maintain an informative and current web page that includes calendar and resource listings, on-line newsletter, and other relevant information as needed; develop web-friendly monitoring and tracking systems to document successes.</p>	<p>Annual Sustainability Report, AASHE STARS report, ACUPCC Report, ECU GHG Emissions Inventory Report, ECU Sustainability website, Unit Action #1: Meet and confer with key leadership in Academics, Engagement, Operations, and Planning/Administration to compile data for STARS submission. Also establish a framework for periodic updates facilitated through the University's Sustainability Committee, articles in various university publications, Observation by supervisor</p>
20	<p>Strategic Planning and Implementation: Manage the development and implementation of detailed annual and long-term comprehensive sustainability initiatives, working with the administration, faculty, staff, students and the ECU Sustainability Committee and its subcommittees to implement approved projects/initiatives; identify desirable sustainability initiatives and assess their cost effectiveness, technical feasibility and acceptance by the university community, to include renewable energy; collaborate with academic stakeholders to identify partnership opportunities and develop programs contributing to sustainable operations and the academic mission; work directly with project managers, engineers, architects, and consultants to infuse sustainability principles into new construction, renovations, standards, plans, and studies; work directly with the university energy manager, maintenance managers, craftspeople, custodians, and grounds personnel to integrate sustainability into energy management, operation, maintenance, grounds keeping, solid waste removal, and clean practices; evaluate the implementation of existing conservation strategies as well as new strategies for achieving carbon neutrality by 2050; encourage and facilitate sustainability programs initiated by student,</p>	<p>Improvement in AASHE STARS rating scores: overall, Operations (OP1-28), and Planning/Administration (PA1-15), Implementation and updates of ECU's Climate Action Plan, Compliance with UNC Sustainability Policy, compliance with Resolution 17 of the General Assembly of the UNC Association of Student Governments</p>

	<p>faculty, and staff community members; serve as a resource for students doing sustainability-related academic projects, Eco-Pirates, Students for Sustainability, Greek Life, and other organizations on campus; encourage, coordinate, and support the academic community's integration of sustainability into curriculum, living lab opportunities, internships and campus sustainability service learning projects; identify and pursue grant funding or other savings programs; partner strategically with the Office of Public Service and Community Relations to develop partnerships with the local community to advance sustainability and the Office of Diversity Affairs to advance diversity and affordability on campus.</p>	
15	<p>Leadership: Serve as Chair of the University Sustainability Committee, providing support to the subcommittees (coordinating meetings and events, preparing and distributing minutes, reports and other information, coordinating media, organizing and outreach work; recruiting individuals and organizations to participate in the committee); provide support to the University Environment Committee; represent ECU at UNC system events and activities; represent ECU at a national level through presentations at conferences, serving on local, state, and national committees; collaborate with the university energy manager, recycling coordinator, and other key stakeholders to implement behavior change programs related to sustainable initiatives; participate/facilitate sustainable design charrettes on major construction and renovation projects; advise student-funded efforts to invest in renewable energy infrastructure on campus, inform students about university policies and procedures and assist in the identification of renewable energy technologies appropriate for use on campus; seek outside funding sources to further leverage progress toward sustainability.</p>	<p>Represent ECU on the UNC Participation with the UNC Sustainability Alliance, participation in Appalachian State Universities Energy Summit working groups, Participation in National sustainability organizations like AASHE, participation in local organizations, complete APPA Leadership Academy, advise/lead ECU Sustainability Committee, Observation by supervisor.</p>
10	<p>Supervision: Recruit, interview, hire, and manage student interns performing research or work on sustainability projects (collaborate with faculty on goals for enrichment and creating living labs) with well-defined deliverables; collaborate with CSO to determine job responsibilities for work-study students and volunteers; assist and participate in the selection, management, and review of sustainability analysis conducted by consultants hired for special projects.</p>	<p>Effective management of 1-4 student workers/interns, feedback from faculty, oversight of contracts for professional services and consultants, Observation by supervisor.</p>
5	<p>Professional Development: Remain current in the rapidly growing areas of sustainability through technical journals, publications, attending professional meetings, and educate self about sustainability efforts and best practices. Take an active role in professional organizations and share information concerning ECU's programs with others; keep current with STARS, ACUPCC, LEED, Green Globes and other initiatives.</p>	<p>Attendance at annual AASHE conference, attendance at annual NC Clean Tech Summit, obtain professional credentials, attendance at AASHE workshops and webinars, APPA Institute, and APPA Leadership Academy.</p>

Functional Competencies

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Functional Competency:	Contributing Description:	Journey Description:	Advanced Description:	Level for this functional competency:
Communication and Marketing	<p>Ability to establish and maintain productive and collaborative professional work relationships with clients and respond to questions within policy and procedure guidelines in assigned area(s). Ability to use concepts and language that are easy for others to understand. Ability to use active listening to assure mutual understanding through shared information and viewpoints.</p>	<p>Ability to maintain and enhance professional relationships to increase credibility for building support and reaching consensus when explaining and interpreting program policies and procedures within assigned area(s). Ability to convey sensitive information or decisions to clients. Ability to work toward mutual resolutions that are in the best interests of the organization and across organizational lines. Ability to promote and market assigned area(s) and persuade clients of the needs and beneficial outcomes of the program. Ability to plan and implement marketing strategies and functions. Ability to apply creativity to development of strategies and functions. Ability to take a lead in presentation of products and cultivation of donors. Ability to develop and conduct multiple training programs to meet organizational training needs. Ability to prepare teaching plans, and materials. Ability to identify objectives and provide instructions in a variety of training disciplines which include and encompass all levels of work.</p>	<p>Ability to cultivate professional relationships with all levels of the program/organization, internal and external. Ability to take the initiative in difficult situations. Ability to encourage others in complex and sensitive situations to reach a mutually agreeable resolution that achieves business goals and maintains positive work relationships across the organization. Ability to coordinate and manage communication efforts conveying difficult, crucial, and/or controversial decisions. Ability to oversee marketing and public relations strategies and functions. Ability to coordinate staff development and training/education programs including core training, specialized one-time training events, continuing education, and related programs.</p>	Advanced
Consultation	<p>Knowledge of the link between the program and the organizational strategic plan. Ability to guide and collaborate with clients to execute program activities. Ability to make decisions within the boundaries of established program</p>	<p>Ability to advise and collaborate with clients, program participants, and others to resolve difficult issues in assigned program area(s). Ability to identify trends. Ability to recognize the impact of policies, procedures,</p>	<p>Ability to advise and negotiate with clients to address dynamic issues which require an in-depth understanding of the program/organizational culture, issues and work relationships. Ability to resolve complicated, sensitive, or unusual problems of an individual or systemic nature.</p>	Advanced

	<p>policy and procedure. Ability to follow up with colleagues and resource providers to resolve issues. Ability to assess and determine the best course of action. Ability to identify and resolve typical operational issues in assigned area(s). Ability to propose a course of action to address more unprecedented issues.</p>	<p>and laws. Ability to apply knowledge and understanding of program culture, issues, and work relationships to address situations. Ability to share knowledge and critical thinking process. Ability to promote the use of best practices to achieve mutually agreeable outcomes in the resolution of issues. Ability to determine and document a course of action to address complex, ambiguous or unique operational and/or programmatic issues in assigned area(s).</p>	<p>Ability to guide and coach clients, co-workers, and/or subordinates in evaluating and resolving the most complex operational issues, often in overlapping program areas. Ability to coach and lead others in providing effective, responsive and timely consultation services. Ability to enhance collaboration among individuals and groups. Ability to build consensus when dealing with opposing points of view and resolving competing or complex issues.</p>	
Information Analysis/Decision Making	<p>Ability to gather, organize and analyze program information, data and/or financial information. Ability to review, examine and prepare documents. Ability to make recommendations based on the results of that information. Ability to identify, recognize and resolve problems that have established guidelines and precedents.</p>	<p>Ability to analyze business operations and/or financial statements for overall program administration. Ability to develop initiatives to meet program/project needs and objectives. Ability to assess and resolve unprecedented problems that require research and review of policy and procedures for the program or assigned components. Ability to resolve problems or compliance issues, based on delegated authority.</p>	<p>Ability to prepare and analyze overall business operations and matters pertaining to the program area. Ability to develop long ranges objectives for the strategic planning process. Ability to analyze and resolve unprecedented issues and problems independently using input from and collaboration of external sources. Ability to serve as a resource for others in resolving issues and problems. Ability to anticipate problems, project probable outcomes and potential impact on policy or program. Ability to develop resolution strategies.</p>	Advanced
Leadership	<p>Ability to provide leadership in the coordination and/or administration of a program. Ability to serve as a member of a program/project team and assist in developing project solutions. Ability to serve as a team leader. Ability to promote program goals and objective.</p>	<p>Ability to develop and manage a program/project plan. Ability to provide consultation on issues and requests from clients. Ability to consult with higher-level professionals to discuss alternative solutions. Ability to supervise staff. Ability to develop and implement short-term strategies consistent with program goals.</p>	<p>Ability to provide program/project leadership in planning and organizing the work of others. Ability to work collaboratively to manage issues. Ability to evaluate and recommend resource needs. Ability to consult with senior level decision-makers on an on-going basis.</p>	Advanced
Professional Knowledge	<p>Knowledge of program policies and procedures and technology related to</p>	<p>Knowledge of program policies, procedures, technology, best</p>	<p>Knowledge of program policies, procedures, technology, best practices and</p>	Advanced

	<p>assigned program area(s). Ability to interpret and apply them for clients while providing services. Knowledge of program/service guidelines demonstrated by the ability to identify, evaluate, and resolve recurring work issues. Knowledge of state and federal laws and/or regulations in assigned program area(s). Ability to determine the correct or most appropriate course(s) of action.</p>	<p>practices and their theoretical bases. Ability to interpret and apply a variety of interrelated policies, procedures, and programs for clients and to address clients' non-routine issues. Knowledge of new theories, trends, laws or precedents demonstrated by recommending and implementing improvements or necessary changes to policies, procedures and/or program(s).</p>	<p>their theoretical bases, demonstrated by the ability to relate programs to strategic plan to address complex or sensitive issues affecting clients. Knowledge of the inter-relationship of all program areas. Ability to focus management on more strategic programs. Ability to serve as the program/project expert. Ability to revise and approve programs, services, policies, and/or procedures collaboratively. Ability to develop and implement new or revised systems, policies, and/or procedures, related to the business needs of the organization.</p>	
<p>Program/Project Administration</p>	<p>Ability to administer and manage a component of a broad program or project. Ability to maintain program/project databases, schedules and reports. Ability to ensure accuracy of data. Ability to perform related administrative duties including coordination with other work units. Ability to research funding opportunities. Ability to assist in grant writing and contract proposal development.</p>	<p>Ability to administer and/or manage a program with established guidelines and standards in its entirety or to administer several components of a multi-faceted program. Ability to ensure program/project accountability. Ability to define scope, goals, tasks, deliverables, timelines, tools, and resources. Ability to assess the needs of the work unit or project. Ability to determine any gaps, and recommend changes in procedures, workflow and work assignments to improve efficiency and effectiveness in performance of individuals and the work unit as a whole. Ability to develop and monitor program/project databases, schedules and reports. Ability to ensure accuracy of data and compliance with program standards. Ability to perform professional program administrative duties, including technical decisions. Ability to collaborate in the development and</p>	<p>Ability to manage several and/or multi-faceted program(s) or project(s) in their entirety. Ability to lead and facilitate teams, workgroups or assigned staff. Ability to conduct research and development. Ability to take initiative in strategic planning and change management efforts. Ability to develop, implement and evaluate program(s)/project(s). Ability to establish goals and objectives of program(s)/project(s). Ability to set appropriate deadlines. Ability to plan and assign work of others. Ability to identify organizational needs and relevant business improvement processes. Ability to ensure compliance with program standards. Ability to make final technical decisions. Ability to oversee grant and contract pre- and post-award agreements, reporting and compliance with standards. Ability to advocate/represent the university in negotiations.</p>	<p>Advanced</p>

completion of grants and contracts. Ability to administer pre- and post-award agreements. Ability to prepare related reports as required.

ADA Compliance Form



The physical activity of this position
Please check ALL blocks that apply:

- Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
- Balancing:** Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Stooping:** Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
- Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- Crouching:** Bending the body downward and forward by bending leg and spine.
- Crawling:** Moving about on hands and feet.
- Reaching:** Extending hand(s) and arm(s) in any direction.
- Standing:** Particularly for sustained periods of time.
- Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Pulling:** Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
- Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.
- Fingering:** Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.
- Grasping:** Applying pressure to a

The physical requirements of this position:
Please check only ONE block

Light work: Exerting up to 20 lbs. of force occasionally and/or 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

The visual activity requirements including color, depth perception, and field of vision:
Please check only ONE block

The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or

	fabrication of parts at distances close to the eyes.
The condition the worker will be subject to in this position: Please check ALL blocks that apply	The worker is subject to both environmental conditions: Activities occur inside and outside.