

Position Description: #00036531

Type: UPD

Date: 01.08.2015
Name: gabrielle Bovenzi
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Position Number: 00036531
Position Title: Director
Department Name: Office of Sustainability

Department ID: IN-SUST
Incumbent's Name: Colleen McCormick

Supervisor's Name: Gabrielle Bovenzi
Supervisor's Title: Assistant Vice Chancellor Admin Services, Finance & Administration

A. Primary Role: The Director has the following general responsibilities.

Provide leadership to the campus and act as organizational strategist for sustainability in order to position IUPUI as a leader in sustainability in higher education. Organize and oversee the implementation and management of a comprehensive university program to promote a culture of sustainability and stewardship of resources; Identify and prioritize institutional sustainability efforts; Secure grant funding for promotion of campus sustainability efforts; Planning and developing short- and long-term programs; Serve as a campus educational resource for sustainability information, best practices, data, principles, conservation, LEED standards, product and equipment selection, and other sustainability issues; Coordinate with the academic community to integrate sustainability into the curriculum; Coordinate with students/student organizations to integrate sustainability in their activities;; Serve as a campus spokesperson on sustainability programs with internal and external constituencies; Oversee and provide leadership for the IUPUI Office of Sustainability.

B. Primary Duties and Responsibilities:

40% Provide Sustainability Leadership for IUPUI campus.

1. Promote sustainable practices by working directly with operational units, academic departments, student organizations, senior administrators, and community organizations to coordinate and/or enhance involvement in the University's sustainability initiatives.
2. Provide leadership to the campus and act as organizational strategist for sustainability by coordinating and leading groups/discussions related to sustainability (examples: IUPUI's Sustainability Advisory Council, Sustainability Steering Committee and Subcommittees)
3. Develop and recommend campus-wide policies related to promoting a culture of sustainability at IUPUI
4. Develop and implement sustainability workshops—help academic and administrative units develop and disseminate guidelines for implementation of IUPUI's sustainability principles
5. Establish effective linkages with faculty, staff, students, departments, centers, and other organizations across campus and in the community, and assist/or facilitate the coordination of their efforts to advance campus sustainability initiatives and related educational opportunities
6. Encourage development and implementation of faculty and staff sustainability initiatives through the Greening IUPUI grant and by administering the grant application and awarding process
7. Work directly with the University Architects' Office to infuse sustainability principles into new construction, renovations, and standards.

8. Work directly with Campus Facility Services to integrate sustainability into energy management, operations, maintenance, renovations, grounds keeping, parking and transportation, solid waste management, and cleaning practices
9. Work with IU Purchasing and other appropriate departments to assist in developing sustainable procurement practices and reducing campus resource consumption
10. Research available grants relating to sustainability; Write or assist others in applying for grants for promotion of campus sustainability efforts.

35% Serve as campus educational resource for sustainability information, best practices, data, principles, conservation, LEED standards, product and equipment selection, and other sustainability issues.

1. Coordinate with the academic community to integrate sustainability into the curriculum.
2. Advise and coordinate with students/student organizations (ex: Student Sustainability Council) to integrate sustainability into their activities, projects and outreach events. (e.g. Campus Sustainability Day, Earth Month)
3. Establish and maintain an effective communication strategy, including a website and regular newsletter, for promoting campus sustainability efforts internally and externally
4. Oversee research and publication of campus sustainability assessments and serve as the point-person for gathering and submitting data for reports
5. Research and maintain working knowledge of sustainability best practices and initiatives at peer institutions. Assemble and synthesize complex data on sustainable best practices into executive level reports for internal constituencies
6. Oversee development of database listing IUPUI courses related to sustainability.
7. Develop and implement short- and long-term sustainability education programs and the production of educational materials for the campus
- 8.

15% Oversee and provide leadership for the IUPUI Office of Sustainability.

1. Direct professional staff, Assistant Director (1) and Student Interns (2)
2. Create performance management plans and provide feedback on work performance on a regular basis. Provide support to Assistant Director in creating performance plans for intern(s) and providing feedback on work performance.
3. Facilitate and encourage staff development creating an atmosphere of learning. Create a collaborative, empowering and inclusive team culture.
4. Provide support with hiring, training and managing all Office of Sustainability Staff.
5. Conduct progressive discipline, as necessary.
6. Manage the departmental budget.

10% Serve as a campus spokesperson on sustainability programs with internal and external constituencies;

1. Act as a spokesperson and set an example for sustainability on campus
2. Serve as chair of the Sustainability Advisory Council and Sustainability Steering Committee
3. Make presentations to the campus community to promote stewardship and a commitment to sustainable goals
4. Establish and maintain external relationships with sustainable-related professional organizations and networks; utilize those relationships as resources, when needed.
5. Interface and maintain working relationships with external organizations and other universities
6. Attend and/or speak at professional meetings as appropriate

C. Qualifications

Minimum Education: Preferences for the director position include:

Master's degree in a related field (such as environmental science, policy, planning or studies, engineering; sustainable development, architecture or institutional planning) plus minimum experience outlined below

Bachelors degree in related field (such as environmental science, policy, planning or studies, engineering; sustainable development, architecture or institutional planning) plus minimum experience outlined below

Prefer LEED certified professional.

Minimum Experience:

With a master's degree: At least three years experience implementing sustainability programs or programs in related field such as planning, environmental or resource management. 5+ years of leadership experience in relevant field.

With Bachelor's Degree: 5+ years experience implementing sustainability programs or programs in related field such as planning, environmental or resource management and leadership experience in relevant field. 8+ years of leadership experience in relevant field.

Preferred: higher education sustainability administration experience.

Required knowledge, skills, and abilities:

- Proven ability to develop and execute new programs; understanding of how to institutionalize sustainability efforts. (preferable within an academic setting)
- Outstanding analytical, interpersonal, organizational, and communication skills; ability to analyze complex data and synthesize for presentation at an executive level.
- Proven communication skills, written and verbal, to include public speaking/presentations and grant writing; ability to develop marketing and educational materials.
- Ability to work effectively with cross-functional teams and people at all levels of the organization
- Ability to collaborate with faculty, staff, students and external agencies and organizations to build relationships and influence others.
- Highly organized with ability to multi-task, work independently; self-motivated, detail-oriented
- Proven project management skills
- Ability to handle ambiguity and be flexible in a fast-paced environment with multiple constituencies, agendas and projects occurring concurrently; ability to handle competing priorities that can constantly be changing.
- Ability to lead a team of professionals creating a cohesive, focused and effective team(s)
- Technical and administrative problem solving skills to include conflict resolution
- Commitment to institutional and societal sustainability
- Extensive knowledge of sustainability issues and best practices
- Familiarity with LEED certification standards and energy efficiency practices
- Technical skills in MSOffice products (to include Word, Excel, PowerPoint, Outlook)

Equipment utilized:

- Standard computer setup: laptop/docking station; dual monitors; tablet; local and networked printers
- Cellphone w/internet capability

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- Video conferencing software/hardware

D. Level of Decision Making:

Position will develop and recommend new campus sustainability-related policies.

Will lead the development and implementation of new campus-wide sustainability programs and a Campus Sustainability Plan.

Will develop and coordinate a campus-wide program of environmental stewardship, energy conservation, applied environmental science and policy research and environmental literacy and community outreach.

E. Scope and Impact:

This is a campus-level position that will work and partner with internal (academic and administrative) groups as well as external constituencies (IU Health/Hospitals, City of Indianapolis, White River Alliance, Indianapolis Mayor’s Bicycle Advisory Council, NCAA, Indianapolis Sustainability Higher Education Roundtable; will represent IUPUI at the Higher Education Association Sustainability Consortium (HEASC) and Campus Safety Health and Environmental Association (CSHEMA)

F. Direction Provided to Others:

Directly supervision:

Assistant Director PAE 3AD

Student Interns (2)

G. Physical Requirements:

Work in an office and attend meetings in a variety of work environments (e.g., construction sites, campus dining facilities, community garden spaces). Physical effort will range from sitting at desk typing to climbing ladders, stooping or crawling, lifting up to 25 pounds.

H. Comparable Positions:

00033672, Director of Sustainability, Indiana University Bloomington.

I. Approval and Acknowledgement:

This section must contain the signatures of the immediate supervisor, next level manager, and the employee.

The supervisor and managers signatures verify the information contained in this document accurately represents the responsibilities assigned to the position.

Immediate Supervisor:

I acknowledge that the information in this document is accurate.

Signature:

Date:

[Type text]

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Next Level Manager:

I acknowledge that the information in this document is accurate.

Signature:

Date:

Employee:

I acknowledge that I have been provided the above information.

Signature:

Date:

The statements contained in this document reflect general details as necessary to describe the principal functions assigned to this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Other duties and responsibilities may be assigned, including work in other functional areas, to cover absences, equalize peak work periods, or otherwise to balance the workload.