

Position Description: #00037457

Type: UPD

Date: 01.27.2015  
Name: Gabrielle Bovenzi  
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Position Number: 00037457  
Position Title: Assistant Director  
Department Name: Office of Sustainability

Department ID: IN-SUST  
Incumbent's Name: Deb Ferguson

Supervisor's Name: (vacant)  
Supervisor's Title: Director of Office of Sustainability

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

Assist in the implementation and management of a comprehensive university program to promote a culture of sustainability and stewardship of resources, improving the campus' environmental integrity, economic vitality, and social equity. Develop, plan, coordinate and implement sustainability-related programs, initiatives and resources. Serve as campus educational resource for sustainability information, best practices, data, principles, conservation, STARS (Sustainability Tracking, Assessment and Rating System) and other sustainability issues. Manage office administrative functions to include procurement, travel, web development, event planning, communications and assistance with budget reporting. Direct and manage student interns. Identify and secure grant funding for promotion and support of campus sustainability. Represent IUPUI's sustainability programs to the University and to the public.

**B. Primary Duties and Responsibilities:**

**50% Develop, plan, coordinate and implement sustainability-related programs, initiatives and resources.**

Support the Director by promoting sustainable practices, 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.

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. Assist with the coordination and support of groups/discussions related to sustainability (examples: IUPUI's Sustainability Advisory Council, Sustainability Steering Committee and Subcommittees)
3. Assist in the development of campus-wide policies related to promoting a culture of sustainability at IUPUI
4. Develop and implement sustainability education programs, materials and events for the campus
5. Develop and Implement sustainability workshops—help academic and administrative units develop and disseminate guidelines for implementation of IUPUI's sustainability principles
6. Co-facilitate effective collaborations among faculty, staff, students, departments, centers, and other organizations across campus and in the community, to advance campus sustainability initiatives and foster a culture of campus sustainability.
7. Advise, support, and be a resource for students, classes, and student organizations engaging in sustainability issues and projects

8. Encourage development and implementation of faculty and staff sustainability initiatives through the Greening IUPUI grant and by administering the grant application and awarding process
9. Collaborate with Campus Administration and operational units to integrate sustainability into construction and renovations, energy management, operations and maintenance, grounds keeping, parking and transportation, solid waste management, and procurement practices
10. Research available grants relating to sustainability; Write or assist others in applying for grants for promotion of campus sustainability efforts.

**25% Serve as campus educational resource for sustainability** information, best practices, data, principles, conservation, STARS (Sustainability Tracking, Assessment and Rating System) and other sustainability issues.

1. Assist academic community in integrating sustainability into the curriculum. Create and maintain database tracking all sustainability related IUPUI courses. Collaborate with Office of Registrar to code courses with an attribute indicating "sustainability- related."
2. Provide leadership, administrative and operational assistance and coordination for the Campus Kitchen@ IUPUI
3. Assist Director with advising and coordination 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)
4. Establish and maintain an effective communication strategy, including a website and regular newsletter, for promoting campus sustainability efforts internally and externally
5. Assist with the research and publication of campus sustainability assessments. Gather data and provide reports on the status of sustainability practices to include STARS
6. Coordinate with peer institutions, including local, state, regional and national entities to share sustainability best practices and strengthen community, operational, and academic programming.

**25% Direct and manage interns in the Office of Sustainability**

Recruit, interview, hire, and provide training for student interns performing research or work on sustainability projects and initiatives

Provide mentorship, evaluation, and opportunities for growth and development for sustainability student interns

Create performance management plans and provide feedback on work performance on a regular basis.

Conduct progressive discipline, as necessary.

**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. Make presentations to the campus community to promote stewardship and a commitment to sustainable goals
3. Establish and maintain external relationships with sustainable-related professional organizations and networks; utilize those relationships as resources, when needed.
4. Interface and maintain working relationships with external organizations and other universities
5. Attend and/or speak at professional meetings as appropriate

### **C. Qualifications**

Required Education:

Bachelor's degree in sustainability-related field (such as environmental science, policy, planning or studies, engineering, sustainable development, architecture or institutional planning) or Business-related field (accounting, management, economics/public policy) from an accredited institution plus 2 years' experience implementing sustainability programs or programs in related field such as planning, environmental or resource management experience in related field.

Preferred Education: Master's degree in a related field (such as environmental science, policy, planning or studies, engineering; sustainable development, architecture or institutional planning) from an accredited institution plus 1-2 years experience implementing sustainability programs or programs in related field such as planning, environmental or resource management

**Minimum Experience:**

With a Bachelor's degree in related field (as noted above), 2 years experience implementing sustainability programs or programs in related field such as planning, environmental or resource management

With a master's degree in related field (as noted above), 1-2 years experience implementing sustainability programs or programs in related field such as planning, environmental or resource management

**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
- 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
- Supervision 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.
- 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)

Preferred:

- Website Management skills
- Indiana University enterprise financial systems

**Equipment utilized:**

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

**D. Level of Decision Making:**

Will provide project management for new campus-wide sustainability programs through development to implementation.

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Supports the Director of Sustainability in the development of a comprehensive program for sustainability; environmental stewardship, energy conservation, applied environmental science, social and environmental justice, sustainability policies, literacy and community outreach.

Autonomy in decisions associated with the intern(s) project assignments, work load and performance management.

**E. Scope and Impact:**

This is a campus level position that will work and partner with groups internal to the University across campus (academic, administrative, operational, student life) and external to the University (private firms, non-profits, foundations, other universities, city of Indianapolis). The position will support the Director of Sustainability in providing campus leadership on sustainability initiatives and related programs.

**F. Direction Provided to Others:**

Directly supervision:  
Student Intern(s) 1-2

**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:**

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**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:

Next Level Manager:  
I acknowledge that the information in this document is accurate.

Signature:

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Date:

Employee:

I acknowledge that I have been provided the above information.

Signature:

Date:

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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.