



## POSITION ANNOUNCEMENT

JOB TITLE: Sustainability Director

DEPARTMENT: Office of Finance and Administration

TYPICAL DUTIES: Reporting to the Vice President for Finance and Administration, the Sustainability Director is actively involved in sustainability efforts on campus. The Sustainability Director directs the Sustainability Office, helping to integrate sustainability into the operations, activities, and curriculum of the University. The Sustainability Director supports and advises the Wesleyan community on sustainability projects and acts as a liaison between various constituencies on campus on issues of sustainability.

This position is responsible for:

### Programming and Projects:

- Collaborate with the Wesleyan community to support existing sustainability projects and programs.
- Develop and implement new projects and programs that promote environmentally sustainable practices, reduce Wesleyan's carbon footprint, and engage the campus community.
- Manage the Eco Facilitators (EFs) program, which trains students to be peer-to-peer sustainability educators. EFs work with first-year students to promote sustainable living habits through projects, campaigns, events, and activities.
- Manage the Waste Not program, which collects discarded items from student move out and donates or sells these items at move in.
- Coordinate student educational programming on sustainability topics, including but not limited to recycling, composting, and energy consumption.

### Administrative:

- Manage a team of student interns working on a variety of sustainability projects and programs.
- Act as a resource for and liaison between students, employees, alumni, and the community on sustainability issues and projects.
- Prepare information for the annual greenhouse gas emissions inventory and develop an annual update. Disseminate results and analysis of progress towards carbon neutrality.
- Report on Wesleyan's sustainability progress through the Sustainability Tracking, Rating, and Assessment System (STARS) every three years.
- Coordinate members of the campus community to develop a Sustainability Action Plan every five years to move toward carbon neutrality. Collaborate with faculty, staff, and students to implement this plan.
- Serve as the chair of the Sustainability Advisory Group for Environmental Stewardship (SAGES), which includes employees and students.
- Develop resources for students and employees to reference on sustainability issues.

Student Engagement:

- Advise student groups and leaders to encourage active student participation in the planning and implementation of sustainability projects and programs.
- Serve as an advisor to the Wesleyan Green Fund.
- Actively seek opportunities to interact with students to be aware of current student issues and concerns related to sustainability.

Outside Partnerships and Grants:

- Conduct research on local, national, and global sustainability developments and practices.
- Facilitate dialogue with Middlesex Community College, peer institutions, community organizations, and the City of Middletown to promote sustainability.
- Promote Wesleyan's sustainability efforts through various internal and external media.
- Represent Wesleyan at regional or national sustainability conferences.
- Seek external grant funding for environmental sustainability projects whenever possible.

MINIMUM QUALIFICATIONS: Bachelor's degree and previous student experience working on environmental issues. Demonstrated knowledge of local, national and global sustainability and environmental practices. Previous experience in leadership role. Proven organizational skills. Commitment to working with culturally diverse populations. Ability to work weekend and evening hours. Intermediate Microsoft Word, PowerPoint and Excel skills.

PREFERRED QUALIFICATIONS: Experience with student culture and sustainability initiatives in a higher education environment. Demonstrated passion and commitment to sustainability. Experience with web communication tools.

COMPETENCIES: Flexible/receptive to change, Project Management, Respects Diversity, Teamwork/collaboration, Time management, Written Communication