

(1). Assists the SD in advising various students, student groups and clubs, which may include, but not limited to, the Waste Reduction and Resource Awareness Program, PowerSave Campus, Campus Center for Appropriate Technology, and Sustainability Coalition. Advising activities include organization, budget, policy/guidance adherence and development, staff hiring (where appropriate), and regularly attending meetings.

(2). Provide professional guidance and knowledge to students and evaluate student staff, where appropriate and provide constructive feedback to all advisees.

2) Participate in University-required Trainings/Meetings & Timekeeping tasks (2%):

- a. Attends mandated University trainings (safety and other), meetings and other events during normal work hours and as requested.
- b. Utilizes University time management/absence reporting system as directed by supervisor.

C. Minimum qualifications required to perform all essential functions: (Indicate work experience including type of work and number of years required; education, if applicable, including desired degree and field of study, and specify certificate or license requirements; e.g. nursing, counseling, lab tech, or automotive and equipment operator.)

The minimum qualifications required to perform all essential functions for this position include:

- 1) Education and experience equivalent to a Bachelor's degree and/or equivalent training.
- 2) Two year of analytical and/or administrative experience formulating and implementing programs in support of a highly complex organization.
- 3) Incumbent must demonstrate the ability and desire to learn and develop job related skills.
- 4) Well developed knowledge and background in the area of sustainability including that required to develop and administer related programs appropriate to the University environment.
- 5) Highly developed analytical skills as required to complete research, produce reports and develop appropriate programs, policies, and procedures.
- 6) Demonstrated competence in understanding, interpreting, and communicating procedures, policies, information, ideas, and instructions.
- 7) Well developed written and oral communication skills including a thorough foundation in English grammar, spelling and punctuation to effectively communicate standard information.
- 8) Fluent in the use of standard office equipment (copiers, scanners, multi-faceted phone systems, etc.), technology and computer applications such as Microsoft Office Suite (Word, Excel, Powerpoint, Explorer, etc.,).
- 9) Possession of a valid California driver's license for the operation of any vehicle or equipment required in the performance of duties.
- 10) Possession of an appropriate driving record which is interpreted according to UCAM 6562 which requires certification that incumbent has not been issued more than three moving violations or been responsible for more than three accidents (or any combination of more than three thereof) during the past 12 months.
- 11) Ability to pass a background check as administered by the University.

Preferred qualifications include the following:

- 1) Bachelor's degree in Sustainability, Environmental Science or Engineering, Natural Resources Planning, Environmental Planning, or other relevant program, especially ones designed to explore systems analysis or design plus the equivalent of two years of paid experience in a job involving duties equivalent or similar to those outlined in section 4. B.
- 2) Possession of an appropriate driving record which certifies the incumbent has not been issued more than one moving violation or been responsible for more than one accident (or any combination of more than one thereof) during the past 12 months.

D. Knowledge, special skills and abilities required:

In addition to the minimum qualifications noted above, this position requires the following knowledge, special skills and abilities:

- 1) Ability to effectively present ideas and concepts in written or presentation form that consider communication style and language appropriate to diverse audience needs, and serve as liaison for Facilities in matters relating to sustainability.
- 2) Thorough knowledge of print/online/electronic communication techniques, vehicles and formats and the ability to effectively use technology to achieve communication goals.
- 3) Knowledge of and ability to apply emerging communication theories, practices, principles, and techniques that might be employed to promote and advance sustainability on campus.
- 4) Excellent communication skills with an ability to effectively communicate information in a clear and understandable manner, both verbally and in writing and a thorough mastery of English grammar, spelling and punctuation with a demonstrated ability to proofread and edit.
- 5) Demonstrated experience in principles, problems and methods of public and business administration and operational and fiscal management including the ability to understand problems from a broad, interactive, systems thinking perspective and discern applicable underlying principles to conceive of and develop strategic solutions.
- 6) Demonstrated ability to analyze operational and procedural problems and develop, recommend, and evaluate proposed solutions

using reasoning and judgment as well as an understanding of the impact on other areas.

- 7) Demonstrated experience in research methods and statistical analysis, and the ability to interpret and evaluate results to develop sound conclusions and recommend new or revised policies.
- 8) Demonstrated ability to independently perform detailed work with a high degree of accuracy and efficiency, and exercise sound judgment.
- 9) Ability to perform accurate computations and unit conversions that include knowledge of subject matter units and knowledge of project economics and finance.
- 10) Working knowledge of sustainability certification programs and rating systems related to facilities operations and development including USGBC LEED and AASHE STARS.
- 11) Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- 12) Demonstrated ability to use a variety of computer applications including word-processing, spreadsheets, databases, online systems, and internet as well as online calendaring and email.
- 13) Demonstrated ability to maintain a high degree of confidentiality.
- 14) Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.
- 15) Demonstrated ability to use tact, diplomacy and professionalism to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
- 16) Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
- 17) Ability to maintain records, retrieve data, prepare and present complex reports using computerized recordkeeping systems and databases.
- 18) Ability to operationalize sustainability concepts (economy, society, environment) into all aspects of performing job duties.
- 19) Ability to recognize and accommodate changing priorities; meet short and long term deadlines/goals; and complete routine tasks despite intermittent interruptions. This includes managing multiple tasks and working proactively to avoid crisis and backlog.

E. Equipment used in the performance of the assignment:

This position utilizes a variety of equipment typical to an office environment to successfully complete the duties assigned including; but not limited to the following list:

- 1) Computer and/or Tablet & Associated Software
- 2) Specialized Printers & Copiers (i.e., duplex printers, etc.,).
- 3) Complex & Specialized Communication System (i.e., University multi-facted phone and voicemail system, paging system, two-way radios and other communication devices).
- 4) Typical Office Equipment (i.e., fax machine, shredder, etc).

F. Specific physical and/or environmental working conditions that relate to the essential job functions of the position:

In general, this position works a consistent schedule, Monday- Friday for an eight hour shift as assigned. Business needs may occasionally require work outside of regularly assigned schedules.

This position is assigned to typically work in an office environment; however some duties necessitate a work environment that includes campus buildings (inside and outside), grounds, roadways and other physical improvements. Individuals in this position may be exposed to inclement weather in the fulfillment of their assigned duties.

Due to the nature of the assignment, individuals in this position are exposed to or must have the ability to:

- 1) Sitting for prolonged periods of time.
- 2) Working in an shared office area where there is heavy foot traffic, multiple interruptions and noise from office equipment and/or nearby conversations.
- 3) Perform work involving physical activity including tasks with repetitive physical motion, traversing uneven slopes and climbing stairs.
- 4) Perform work involving physical lifting up to 30 pounds occasionally.
- 5) Perform work in inclement weather, noisy, dirty and/or dusty environments.

In addition, this position may occasionally require the ability to travel as required to conduct State business.

SECTION FIVE - Additional Information

List major changes in the position since it was last reviewed. Briefly describe what is different about the assignment in terms of responsibility, complexity, authority, and skills levels.

This is a new position

Describe the nature of supervision the employee in the position will receive.

This position reports to the Director of the Office of Sustainability, a unit of Facilities Management. The incumbent will work from the goals and objectives outlined by the supervisor with frequent consultation and reporting of progress on defined tasks. Level of oversight will be determined by the scope and complexity of each task.

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.

Attach a current Organization Chart of the department/unit

(Indicate class titles and times bases. Indicate this position by an asterisk () on the chart.)*