

Director of Sustainability

Position Details

Employee Information

First Name	Brandon
Last Name	Hoover
Employee ID	00516001

Classification Details

Editable only by Human Resources

Position Classification Title	Managers (FT)
Position Classification Code	041
FLSA Status	Exempt
Band	4
Step	0

Position Information

Position Title	Director of Sustainability
Position Number	AF2089
Position Type	Staff
Employee Group	Administrative
Time Status	Full-Time
Time Category	Full Time (1560-2080 hours)
Annual Hours	1733
# of Months	10 months
Hours Per Week	TBD
Work Dates	August 1 – May 31
Department	Sustainability (2714)
Campus	Grantham
Community of Educators Category	COE Associate
System Position Number	AF2089

Position Description

Position Summary

This position will guide Messiah College toward becoming a model institution within the CCCU in environmental care, innovative design and student learning. The individual in

this position will leverage the expertise on campus to support the President's Climate Commitment. Their dual role will be to enhance the work of operations in making Messiah College a leader in sustainability and green campus life by maintaining the same amount of influence in the position and projects directed by Operations; formally integrate the co-curricular and curricular components of Sustainability.

Education Required	M.S. or M.A. in Sustainability or related field.
Education Preferred	Master's degree
Experience Required	At least 3 years of experience in project management and grant application
Experience Preferred	
Skills, Characteristics Required for Position	<ul style="list-style-type: none"> • Demonstrated ability to develop and implement strategic plans • Strong interpersonal skills including the ability to develop effective relationships and work groups across the curricular, co-curricular and operational areas of campus • Excellent communication skills, ability to tell the sustainability story • Ability to lead and manage volunteer advisor and students in the Collaboratory "Sustainability Group" as the arm of implementing sustainability cor-curricular projects for Messiah College and beyond.
Special Working Conditions	This position will require some evening and weekend hours as needed to support events related to sustainability.
Driving Requirements	Current driver's license is required.
Essential Employee	N/A
Campus Security Authority	No - Position not mandated by law to report crime to Dept of Safety/police.
Primary Duties	<ol style="list-style-type: none"> 1. Chair the committee that oversees Sustainability Studies Major 2. Chair the Sustainability Committee that reports to College Council. 3. Develop and implement sustainability strategic plan 4. Serve as the College's central point person for environmental stewardship policies, practices, and programs. 5. Plan, implement and evaluate programming related to creating care, conservation and sustainability. 6. Provide coordination of campus green energy program; coordinate services with the Collaboratory, dining services, and ground services. 7. Serve as the primary coordinator for the American College & University Presidents Climate Commitment (ACUPCC) and college participation in the American Association for Sustainability in Higher Education (AASHE). 8. Develop a system to track, evaluate and monitor sustainable practice recommendations. 9. Engage in ongoing partnership development on and off campus. 10. Recommend, to governance groups, changes in operating practices to support the Strategic Plan. 11. Serve as a researcher for grants and best practices. 12. Work with the Public Relations and Marketing office and Collaboratory office to maintain website and communications related to sustainability projects. 13. Track, assess and report to the PPC the College's greenhouse gas information and updates on strategic plans to become carbon neutral. 14. Advise or co-advise student sustainability groups/projects in the Collaboratory. 15. Teach classes as assigned. 16. Maintain Consistent and reliable attendance <p>Supervisory Responsibilities</p> <ol style="list-style-type: none"> 1. Coordinate Sustainability Projects on campus with appropriate departments.

2. Supervise Sustainability Projects in the Collaboratory and seek to move on-going appropriate projects into college departments.

Secondary Duties

1. Present at conferences and workshops.
- 2 Other duties as assigned.

Compliance

Employees must comply with the use of Personal Protective Equipment (PPE) which includes, but is not limited to, safety glasses, chemical splash goggles, protective footwear, gloves (mechanical, chemical resistant, electrical, cut-resistant), face shields, hearing protection, protective clothing, etc. Requirements for use of PPE are communicated in the Safety Manual, Section 25; by supervision; in area safety rules; in machine and process procedures; and by posted signage. In addition, if a task exists with an inherent hazard potential but the use of PPE has not been identified, employees are encouraged to use the appropriate PPE to protect against the hazard.

Supervisory Responsibilities

# of Administrative	0
# of Staff	0
# of Students	4-6

Supervisory Position

Supervisor Position Description

Job Title	Vice President for Operations
Position Number	AF0003
Org Unit	Office of the President (2710)
First Name	Kathrynne
Last Name	Shafer
Email	KShafer@messiah.edu

Employee

Seated User

Details

First Name	Brandon
Last Name	Hoover
Work Email	bhoover@messiah.edu