



THE UNIVERSITY of  
**MISSISSIPPI**

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**JOB DESCRIPTION**

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**Associate Director – Office of Sustainability**

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**Definition of Class**

This position directs and manages sustainability efforts of the University. The incumbent manages the daily operations of the Office of Sustainability, oversees program developments and plans and directs events to raise awareness of sustainability.

**Examples of Work Performed**

Develops sustainability programs and initiatives to educate and engage the University of Mississippi.

Oversees communication strategies for the Office of Sustainability.

Identifies sources of extramural funding and applies for such funding related to campus sustainability.

Develops budget and monitors expenses which includes creating reports detailing program spending.

Creates annual reports.

Coordinates data collection efforts related to sustainability assessment at the University such as the greenhouse gas inventory.

Develops projects, recruits and interviews, monitors progress and evaluates job performance for intern positions.

Provides professional mentorship and evaluates job performance for the Office of Sustainability staff.

Oversees planning and directions of events which include managing the budget, volunteer recruitments, and communication efforts.

Establishes goals for the office and provides accountability for those goals.

Researches, drafts, and communicates new policies to the campus community.

Collaborates with departments to integrate sustainability content into curriculum and academic programs as well as sustainable practices into operations.

Promotes the University of Mississippi's sustainability efforts within and outside the campus community.

Oversees the annual Green Week program and programs such as UM Composting, Green Grove, and Ole Miss Recycling, in conjunction with responsible operational units.

Facilitates institutional committees regarding aspects of sustainability on campus, in conjunction with other University staff, such as the UM Energy Committee and the Active Transportation Committee.

Serves as a liaison with the City of Oxford Committee on Sustainability, outside vendors, local organizations and groups.

Performs routine administrative tasks and similar or related duties, as assigned or required.

### **Essential Functions**

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring department.

1. Manages daily operations of the Office of Sustainability.
2. Provides supervision and guidance to staff.
3. Directs programs and events to raise awareness of sustainability.
4. Directs the integration of sustainability throughout campus.

### **Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 20 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is periodically required to sit; stand; and walk. The incumbent is occasionally required to talk and hear; reach with hands and arms; and stoop, kneel, crouch or bend.

### **Experience/Educational Requirements:**

#### **Education:**

Bachelor's Degree from an accredited four-year college or university.

AND

#### **Experience:**

Three (3) years of experience related to the above described duties.

### **Substitution Statement:**

Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

### **Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 05/02/2017

*The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an "at will" employer. This job description does not constitute an employment contract or negate "at will" employment.*