



THE UNIVERSITY of
MISSISSIPPI

JOB DESCRIPTION

Sustainability Fellow

Definition of Class

This one-year assignment may be extended for a maximum of two years. This position assists in the performance of career specific duties to support the development, coordination, and operation of sustainability programs and projects, while developing skills and abilities.

Examples of Work Performed

Assists in the development, coordination and/or operation of assigned programs or projects.

Performs research on a specific topic, compiles data, and creates reports detailing findings.

Conducts surveys and gathers information through personal contact or written correspondence.

Provides recommendations to mentor based on review of applicable data.

Proofreads and/or edits publications, marketing materials, reports, and other related documents.

Attends departmental meetings and/or career specific conferences as appropriate.

Updates and maintains social media outlets, develops content and contributes to outreach communication.

Serves as a resources and mentor to students seeking to gain knowledge within the field of sustainability.

Assists with the coordination of events organized and implemented to further sustainability efforts.

Performs similar or related duties as assigned or required.

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

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. Assists in the performance of duties to support the development, coordination, or operation of a sustainability programs and projects.

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: There are no physical demands in this position.

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 frequently required to talk and hear. The incumbent is periodically required to stand; sit; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to walk and reach with hands and arms.

Experience/Educational Requirements:

Education:

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

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.

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