**Drexel University Sustainability Officer**

**Primary Function:**

Coordinate, in collaboration with units across the University, the development and implementation of a broad-based, University-wide strategic sustainability initiative, integrating sustainability as a value throughout the University. Support the design of a University-wide sustainability effort that enhances business performance, enriches the student experience, extends resources to the academic mission, and supports the long-term interests of the University.

# Responsibilities include:

1. Coordinate the development of the University’s long-term sustainability vision, mission and operating principles by convening key internal stakeholders from both operational and academic divisions of the University.
2. Support the launch of a broad institutional strategy in collaboration with key internal stakeholders.
3. Convene and coordinate an internal Sustainability Steering Committee that will guide the University’s sustainability strategy, recruiting participants from across the institution.
4. Coordinate institutional communication about sustainability, emerging trends, programs and issues to promote awareness of and participation in sustainability initiatives, both internally and externally.
5. Facilitate joint initiatives with other Drexel sustainability stakeholders, including Drexel Green and the new Environmental Collaboratory to ensure that there is a single coordinated effort across the University.
6. Support the Office of University Communications as a point of contact for sustainability-related inquiries.
7. Coordinate Drexel’s participation in sustainability data reporting and tracking, with AASHE/STARS; share performance data with the University community.
8. Collaborate with relevant departments and offices to identify opportunities and develop strategies for reducing consumption and waste of products, equipment, and energy; disseminate information about successful strategies through sustainability communication channels.
9. Coordinate with key internal partners to support community engagement strategies and programming focused on sustainability.
10. Engage students in sustainability efforts by identifying co-op opportunities, employing students, and coordinating around strategy planning and implementation with student government and sustainability-focused student organizations.
11. Participate in regional higher education collaborations focused on institutional climate and sustainability strategies.
12. Coordinate funding proposals for supporting University sustainability efforts.

# Requirements:

Master's degree in Business Administration or related field AND four years of surplus property experience, which includes one year supervisory experience; OR, Eight years of surplus property experience, which includes one year supervisory experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

# Qualifications:

1. Knowledge and Skills
   1. Excellent communication skills written, verbal and presentation skills
   2. Strong problem solving and analysis skills
   3. Strong teamwork and interpersonal skills
   4. PC skills to include Microsoft Office (Excel, Access, Word and PowerPoint)
   5. 10 years plus Higher Education, Surplus and Business experience
   6. Experience in budgeting, finance and administration
   7. Ability to interact in a professional manner with customers
   8. Knowledge of key University business practices and processes
2. Judgment
   1. Exhibits sound judgment and professionalism in all aspects of the position
   2. Able to differentiate between conflicting priorities and issues to identify underlying causes
   3. Demonstrated ability to manage multiple tasks and assess priorities effectively
3. Interaction with Others
   1. Works closely with University executives, managing directors, plant managers, facility directors and EHS personnel as well as customers
   2. Consistently exhibits University values in all interactions with associates and customers
4. Knowledge of supervisory practices and principles.