

Director of Sustainability

Classification

Classification Details

State Title	Program Coordinator II
Pay Band	6
Level	
Classification Code	AH40
Position Type	Classified
Faculty / Non-Faculty / Administration	Non-Faculty
Agency Code	H15
Agency Name	College of Charleston
EEO Code	E2
EEO Occupation	H30

Position Details

Employee Information

Employee First Name	Jennifer
Employee Last Name	Jones
Employee ID	10341370

General Information

State Title	Program Coordinator II
Classification Code	AH40
Agency Code	H15
Agency Name	College of Charleston
Division	Facilities Management
Position Type	Classified
Faculty / Non-Faculty / Administration	Non-Faculty
EEO Code	E2
Internal Title	Director of Sustainability
FLSA	Exempt
Slot Number	0004
Position Number	131737
SC Position Number	
Full / Part Time Indicator	F52
Hours Per Week	40
Applicant Manager	Deborah L. Shumate
Supervisor/Manager	Deborah L. Shumate

Position Details

Job Purpose	The Director of Sustainability provides guidance and vision for the Center for Sustainable Development (CSD) by fulfilling the College's goal of fostering a culture of innovation to support sustainable solutions. This position is responsible for strategic development and operational management of the CSD. This position manages the Associate Director,
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Zero Waste Manager, as well as well as student graduate assistants and interns that work in the office.

The Center for Sustainable Development Manager will work closely with stakeholders across the organization and community, as well as the other department heads within Facilities Management.

Minimum Requirements

Bachelor’s degree related to environmental science, environmental studies, sustainability or directly related fields and three (3) to five (5) years of work experience leading sustainability initiatives for a large organization.

Master’s degree related to environmental science, environmental studies, sustainability or directly related field is preferred. Proven experience in higher education leading sustainability programming is desired. LEED Accredited Professional or closely related sustainability credentials is also preferred.

Required Knowledge, Skills and Abilities

Must have advanced knowledge and proficiency of the various aspects of sustainability on a large college campus. A demonstrated ability to identify and formulate long-term sustainability direction and goals with the ability to translate these long-term goals into short-term action items and operational activities is required. A cooperative and collaborative leadership style that emphasizes inclusion, integrity, honesty, openness and fairness is required.

Must have leadership and management experience and skills focused around program development and execution, as well as, demonstrated ability to work across silos and between multiple entities to achieve stated goals or objectives is required. Strong customer service orientation and a demonstrated commitment to diversity, equity and inclusion and the ability to establish and maintain effective working relationships throughout the College with a diverse student body, faculty, staff and the Charleston community is also required. Must have a working knowledge in all Microsoft Office Suite, Google programs, Canva, social media outlets and MailChimp.

Demonstrated excellence in communicating complex or technical information verbally and in writing is preferred. Demonstrated skills in effective management and team building, as well as, strong interpersonal and conflict resolution skills is desired.

Must have skills in exercising a high degree of initiative, judgment, discretion and decision-making to achieve organizational objectives.

Guidelines and Supervision

Works under the direction of the Vice President for Facilities Management. Skills in exercising a high degree of initiative, judgement, discretion and decision-making to achieve organizational objectives is required. Supervises the Associate Director, Zero Waste Manager, student workers, and employees as needed for special projects in Sustainability.

Additional Comments Regarding Position

Must have willingness and ability to work occasional evening and weekend hours.

Total number of permanent employees this position directly supervises

2-3

Total number of employees for which this position is responsible

4-6

Source of Funding

State

Federal

Other

100%

Managerial Details

Managerial Details

Describe the position’s involvement in strategic

planning or setting the strategic direction of your organization

Who are the primary customer groups or stakeholders within or outside the agency with whom the position has primary working relationships? What is the nature of the work with each?

Decision-Making: describe typical decisions that the individual in this position will be required to make, and what decisions will be referred to others

Position Supervisory Details

Total personnel services budget for the area of this position

Total funds allocated to the division/department of this position

Give a brief description of the function(s) of each position reporting directly to you

Agency Budget and Other Quantitative measures

Examples include: # and \$ value of projects supervised, financial or capital expenditure plans created and overseen, physical inventory managed, etc

Indicate below your agency's budget and any other quantitative measures which indicate the scope of your position

Principal Problems and Challenges

Principal challenges encountered in the position

Job Duties

Job Duties

- | | |
|------------------------------|---|
| Activity | 1. Responsible for management and oversight of the Center for Sustainable Development's key programs, including developing, implementing and evaluating programs or projects that will assist in achieving the stated goals in the Sustainability Action Plan. Develops action plans to support the four pillars of the SAP, including a Climate Action Plan and Zero Waste Action Plan. Oversees and manages the Cougar Changemaker (Ecollective) fund. Assists in planning and executing sustainability-related events throughout the year. |
| Essential or Marginal | Essential |
| Percent of Time | 40 |
| Activity | 2. Provides leadership, management and administration of the Center for Sustainable Development including the management of staff, finances, equipment and the effective implementation of programs and policies. Responsible for management and oversight of the Center's staff, financial and operational needs, including supervising the Associate Director, Zero Waste Manager, and other key personnel. Manages yearly budgeting, procurement and other financial requirements for the Center. |
| Essential or Marginal | Essential |
| Percent of Time | 20 |
| Activity | 3. Monitors, tracks and reports on the College's progress towards achieving campus sustainability goals. Responsible for coordinating and completing the campus programs using AASHE STARS and Second Nature. Publicizes efforts of the campus through website |

updates/maintenance, working with College Marketing, using outlets such as Yammer and other publications or communications as needed. Provides annual reporting on the Center's efforts, including how Cougar Changemaker funds were used.

Essential or Marginal	Essential
Percent of Time	10
Activity	4. Creates partnerships with other departments on campus that will lead to effective implementation of sustainability project goals and objectives. This includes working closely with the QEP Director and other faculty members to continue to support sustainability literacy programming and training. Collaborates with other key campus stakeholders such as Residence Life, Housing, Dining Services, Academic Affairs, Parking Services and others.
Essential or Marginal	Essential
Percent of Time	10
Activity	5. Fosters experiential learning opportunities for student interns and volunteers each semester. This includes developing and implementing new student engagement opportunities with the Center, as well as maintaining and supporting the ongoing internship program. Engages students, faculty and staff in sustainability activities and operations.
Essential or Marginal	Essential
Percent of Time	10
Activity	6. Acts as a College representative on campus and community sustainability committees. Develops a College sustainability committee with diverse representation from the student body, faculty and staff. Liaises with colleagues at MUSC and the Citadel to stay apprised of larger community sustainability initiatives and opportunities. Serves on campus master planning committees.
Essential or Marginal	Essential
Percent of Time	10

Requisition Form

Requisition Form

Last Filled By	Darcy Everett
Position Supervised By	John P. Morris
Advertised Salary	\$52,126 - \$61,323
Special Instructions to Applicants	
Is this position Grant funded?	No
Banner index number (old account number)	110092
If Band 5 or above, list Panel Members	John Morris, Charles Ryan, and others TBD
Panel Chair	John P. Morris
Chair Phone Ext	1325
Chair E-Mail	morrisjp2@cofc.edu
If you plan to advertise externally, indicate the advertising sources	College website, State website, Indeed

Applicant Documents

Required Documents

1. Resume
2. Cover Letter / Letter of Application
3. Reference List

Optional Documents

1. Unofficial Undergraduate Transcripts
2. Other Document
3. Other Document 2
4. Other Document 3

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?
- Chronicle of Higher Education
 - CoFC - Alumni Career Services
 - College of Charleston Website
 - Diverse: Issues in Higher Education
 - Glassdoor
 - Handshake
 - HigherEdJobs
 - Indeed.com
 - Internal Job Posting
 - jbcjobs (Joint Base Charleston Military & Family Readiness)
 - Job Fair
 - LinkedIn
 - Monster.com
 - Personal Referral
 - Post and Courier
 - Public Job Posting
 - SC Government Website (Neogov)
 - SC Works (SC Department of Employment and Workforce)
 - Twitter
 - Word of mouth
 - Other
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Employee

Seated User

Details

First Name	Jennifer
Last Name	Jones
Employee Id	10341370

Supervisory Position

Supervisor Position Description

Job Title	Vice President for Facilities Management
Position Number	006503
Org Unit	Facilities Planning, Management, and Operations
First Name	John
Last Name	Morris
Email	morrisjp2@cofc.edu

Supplemental Documentation

No documents have been attached.