
Associate Director and Intern Coordinator, OOS

Classification

Classification Details

State Title	Student Services Manager I
Pay Band	6
Level	
Classification Code	CB75
Position Type	Classified
Faculty / Non-Faculty / Administration	Non-Faculty
Agency Code	H15
Agency Name	College of Charleston
EEO Code	E1
EEO Occupation	H10

Position Details

Employee Information

Employee First Name	Ashley
Employee Last Name	Lavender
Employee ID	20107525

General Information

State Title	Student Services Manager I
Classification Code	CB75
Agency Code	H15
Agency Name	College of Charleston

Division	Provost
Position Type	Classified
Faculty / Non-Faculty / Administration	Non-Faculty
EEO Code	E1
Internal Title	Associate Director and Intern Coordinator, OOS
FLSA	Exempt
Slot Number	00065
Position Number	006331
Full / Part Time Indicator	F52
Hours Per Week	40
Applicant Manager	Brian Fisher

Position Details

Job Purpose	Associate Director and Intern Coordinator for OOS supervises and advises students in the OOS Internship Program and Staff in the Office of Sustainability. Acts as liaison to and forges critical linkages between the Office of Sustainability and a variety of sustainability-focused departments and offices on campus. Supports the Director of OOS and Executive Director of Center for Sustainability. Provides pathways of change through exposure and education. Focuses on generating enthusiasm and interest in a sustainability culture.
Minimum Requirements	Master's degree from an accredited institution of higher education related to sustainability (with sustainability-related coursework) and experience working in a sustainability-related field. Doctoral degree is preferred.
Required Knowledge, Skills and Abilities	An understanding of the spheres of sustainability and some experience working on a higher education campus. Skills in project/process management and holistic systems thinking are key. Strong organizational skills and effective written and verbal communication skills are crucial. A demonstrated ability to engage with and collaborate with multiple stakeholders is necessary. Candidate must be a leader and committed team player. Candidate must have experience managing undergraduate students and sustainability professionals in a dynamic setting. Knowledge of the basic principles and theories of student development and educational administration would be highly beneficial.
Guidelines and Supervision	Reports to the Director, Office of Sustainability under limited supervision. Expected to use good judgment, be self-motivated, and have a highly developed sense of discretion. Is guided by all CofC guidelines, policies and procedures.
Additional Comments Regarding Position	
Total number of permanent employees this position directly supervises	0
Total number of employees for which this position is responsible	25 interns/temp staff

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	Oversees critical functions and day to day operations of the OOS. Coordinates the design, development, and implementation of the programs in the Office of Sustainability, including Move In/Out, Sustainability Week, and Charleston Affair. Contributes to the ongoing technical assessment and guidance for campus sustainability in waste, energy, and academic programs leading to institutional resilience.
	Works with OoS Staff and CofC Marketing to promote projects and programs created and managed by OoS Interns and Staff.
Essential or Marginal	Essential
Percent of Time	30
Activity	Oversees OOS Internship program. Hires, supervises, and manages the activities and projects of the OoS Interns, student workers, and temporary staff. Oversees those supervising intern projects, including the development, implementation, and results. Coordinates, develops, and implements student programs on-campus to connect OoS to other programs on campus and in the community.
Essential or Marginal	Essential
Percent of Time	30
Activity	Develops and/or schedules workshops, seminars, webinars, and field trips to build student skills and competency within the Internship Program. Administers Internship Program assessment, including data collection and analysis. Assists with campus-wide sustainability-related assessments.
Essential or Marginal	Essential
Percent of Time	15
Activity	OoS organizational strategy. Organizes OoS Staff meetings and participates in goal/strategy/vision of OoS. Represent the Office and the College in the community by serving on planning committees and advisory boards. Provides administrative and Office support in the areas of procurement and budgeting.
Essential or Marginal	Essential
Percent of Time	10
Activity	Work closely with the Sustainability Literacy Institute for the QEP and student-related outreach and programming on-campus programs. Contribute to Global Sustainability Scholars Program and Center for Sustainability as they develop.

Essential or Marginal	Essential
Percent of Time	10
Activity	Maintains a small-scale, active environmental sustainability research program, involving CofC students. Serves on graduate student committees. Conducts own research in support of the larger Center for Sustainability.
Essential or Marginal	Essential
Percent of Time	5

Requisition Form

Requisition Form

Last Filled By

Position Supervised By Brian Fisher

Advertised Salary \$32,838 - \$46,799

Special Instructions to Applicants

Is this position Grant funded? No

Banner index number (old account number) 110089

If Band 5 or above, list Panel Members TBD

Panel Chair

Chair Phone Ext

Chair E-Mail

If you plan to advertise externally, indicate the advertising sources No advertising. Will post on listservs related to sustainability.

Applicant Documents

Required Documents

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

Optional Documents

1. Unofficial Undergraduate Transcripts
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Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?
 - Public Job Posting
 - Internal Job Posting
 - Agency Referral
 - Advertisement/Publication
 - Personal Referral
 - College of Charleston Website
 - Other
 - Indeed.com
 - Monster.com
 - Post and Courier
 - Word of mouth
 - Chronicle of Higher Education
 - Job fair
 - LinkedIn (Hiring Our Heroes)
 - SC Works (SC Department of Employment and Workforce)
 - Twitter
 - SC Government Website (Neogov)

Employee

Seated User

Details

First Name	Ashley
Last Name	Lavender
Employee Id	20107525

Supervisory Position

Supervisor Position Description

Job Title	Director of Sustainability
Position Number	060861
Org Unit	Center for Sustainability
First Name	Brian
Last Name	Fisher
Email	fisherb@cofc.edu

Supplemental Documentation

No documents have been attached.

