

Office of Sustainability Director (Outreach Manager)

POSITION DESCRIPTION

(Excerpts)

BASIC FUNCTION: Briefly describe purpose and main function of the position and include supervision received.

This position oversees programming and advises senior leadership on issues relating to sustainability in teaching, research, engagement, student life, and campus operations at the University of Vermont. The position's responsibilities are to:

- 1) to encourage and track progress with measurable indicators, with a focus on AASHE STARS;
- 2) to support events and educational efforts on campus through the Eco-Reps Program; and
- 3) to support planning and reporting of progress for major sustainability initiatives through the Climate Action Plan

The position serves as liaison with external parties; stimulates, selects and develops implementation plans for key project ideas; and works with faculty and staff to secure funding for sustainability initiatives.

Reports to Associate Provost (functional and administrative supervision)

ESSENTIAL FUNCTIONS:

% effort	
25%	Advise senior leadership in the development of strategies for incorporating sustainability into the academic and operational activities of the University; advise leadership in communications with deans and major stakeholders; research specific questions with environmental policy implications; serve as single point of contact on sustainability topics and activities; represent UVM on identified matters of sustainability.
20%	Oversee annual and other reports on progress toward institutional goals; work with campus groups to institutionalize tracking and reporting systems, standards, and assignment of responsibility; supervise office staff's work on sustainability reporting.
20%	Manage the development and maintenance of information and outreach programs including a sustainability website, the Eco-Reps program, and information about campus greening projects and practices; work closely with Communications on press releases, articles and other communications; collaborate with internal constituencies on outreach projects; submit materials for awards.
15%	Manage budget(s); functional and administrative supervision of two exempt full-time staff who in turn supervise student employees and interns
10%	Identify, develop and maintain structures to support student engagement in campus sustainability projects. Advise on the design, selection, and implementation of sustainability projects, research, internships and work-study positions; connect faculty, students, staff, and relevant outside entities to collaborate on campus sustainability projects;
10%	Identify opportunities for funding and projects in collaboration with deans, staff in Development, and other key individuals; research and oversee development of funding applications and requests.

MINIMUM QUALIFICATIONS:

Master's degree in environmental studies or sciences or related field and six years' related experience, including three years in multiple project or program management.

Ability to work independently and as a team member, exercising judgment and self-direction as well as seeking out advice.

Demonstrated practical experience with growing coalitions and developing outreach programs, events, publications, and media materials.

Excellent written and oral communications skills required. Strong computer skills, including internet research, data management, document writing and layout.

Desirable:

Familiarity with the field of sustainability in higher education

Experience with using sustainability-related performance tracking systems

Experience working with students on service learning projects

Familiarity with the campus community and relevant Vermont and national organizations

Office of Sustainability Organizational Chart

UVM Office of Sustainability (OoS)

