

The University of Vermont
POSITION DESCRIPTION FORM
 (Use for drafting Position Description only)

POSITION INFORMATION

Submit position description information directly on [PeopleAdmin](#) for all position actions for classified staff.

Position Number:	012900
Classification Title: (Link to Job Standards)	Outreach Manager
Business Title:	Outreach Manager
Department:	11110 Office of Sustainability
Supervisor Name:	Robert Vaughan
Supervisor Position Number:	014117
Name of Employee in Position:	Bettine Gioia Thompson

<p>BASIC FUNCTION: Briefly describe the position's purpose and main function.</p>	<p>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 encourage and track progress with measurable indicators with a focus on AASHE STARS, support strategic planning and report progress for major sustainability initiatives such as the Climate Action Plan and advance educational efforts on campus through the Eco-Reps Program, events and other student and employee outreach activities; This position serves as liaison with external parties, initiates, selects and develops implementation plans for key project ideas and works with faculty and staff to secure funding for sustainability initiatives; Reporting to the Director of Capital Planning and Management, this position requires active engagement in learning and practicing principles of social justice and inclusion, environmental sustainability and delivering great customer experiences.</p>
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<p>ESSENTIAL FUNCTIONS: Describe each major function and indicate the percentage of effort each function represents (maximum 25% for each) to total 100%.</p>	<p>20% Provide leadership in optimizing University resources while advancing sustainable development and the University's mission and vision to be "preeminent in our comprehensive commitment to liberal education, environment, health, and public service"; Foster relationships and collaborate with senior administration, the Board of Trustees and external leaders to define mid- and long-term sustainability goals; Chair or otherwise provide leadership on internal and external committees and with events and activities, serving as a University representative.</p> <p>20% Gather and interpret conceptual, contractual, technical and financial management information related to the integration of sustainability into the institution; Communicate information to internal and external constituencies; Information may be confidential, highly charged or time-sensitive, resulting in mid- to long-range departmental/institutional outcomes.</p> <p>20% Create strategies to integrate sustainability into academics, engagement, operations and policy at the University, and implement those strategies in collaboration with deans, staff in the UVM Foundation and other key individuals across campus; Identify opportunities for effective partnerships, projects and funding.</p> <p>15% Oversee annual and other reports on progress toward institutional sustainability goals; Work with campus groups to institutionalize tracking and reporting systems, standards and assignment of responsibility; Supervise office staff's work on sustainability reporting; Apply for awards to highlight sustainability successes.</p> <p>10% Identify, develop and maintain organizational structures to support student and employee engagement in campus sustainability projects; Advise on the design, selection, and implementation of sustainability projects, research, internships and student positions; Connect faculty, students, staff, and relevant outside entities to collaborate on campus sustainability projects.</p> <p>10% Manage the departmental budget; Provide administrative supervision, including but not limited to, recruitments, job duty assignments and performance management for two exempt full-time staff, who in turn supervise student employees and interns.</p> <p>5% Other duties as assigned</p>
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POSITION DESCRIPTION, page 2

<p>ADMINISTRATIVE SUPERVISION: Include number of exempt/non-exempt employees <i>administratively</i> supervised- (authority for all personnel actions, hire, fire performance appraisal, set salary, corrective discipline).</p>	<p>1 full-time 12-month exempt employee, 1 full-time 11-month exempt employee and up to 25 work-study students</p>
<p>FUNCTIONAL SUPERVISION: Include number of exempt/non-exempt employees <i>functionally</i> supervised- (assign/review work, participate in interviews, input on performance appraisals).</p>	<p>NA</p>
<p>PHYSICAL DEMANDS & WORK CONDITIONS: Does this job involve significant physical demands such as lifting, carrying, standing, climbing, crawling/kneeling, repetitive motions and/or exposure to unusual working conditions (confined space, animals, heights, infectious diseases, danger, or exposure to inclement weather)?</p>	<p>General office conditions; Hours may exceed normal office hours during deadline driven activities; May be required to visit construction project sites and wear appropriate safety gear, including hard hat and safety glasses; Depending on the type of construction project, activity may involve walking, standing, climbing, crawling/kneeling.</p>
<p>MINIMUM QUALIFICATIONS: Describe the minimum job requirements: formal education/training and years of experience, certificates, licenses and knowledge, skills, and abilities.</p>	<p>Master’s degree in environmental studies or sciences or related field and three to five years of related experience, including three years in 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.</p>
<p>DESIRABLE QUALIFICATIONS:</p>	<p>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</p>