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# Sustainability Program Manager

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## Classification Details

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### Classification Information

Please complete the following items to the best of your ability. FLSA status and Career/Pay Band may be left blank and Human Resources will do the final review and may update to reflect the actual status and pay band.

<b>Classification Title</b>	Sustainability Program Manager
<b>Division</b>	Provost's Office
<b>Department</b>	Environmental Stewardship & Sustainability
<b>FLSA Status</b>	Exempt (Overtime exemption status is determined at the time of hire based on the rate of pay)
<b>Career/Pay Band</b>	2C
<b>Work Schedule</b>	Full Year
<b>If Other, specify months</b>	
<b>Full Time vs Part Time</b>	Full Time
<b>Appointment</b>	Regular
<b>If Term, specify number of years</b>	
<b>Primary Function</b>	To foster and support Sewanee's sustainability initiatives through collaboration, leadership, and partnering throughout the campus community.

### Typical Duties & Responsibilities

1. Provide leadership and vision to create, foster, lead and implement campus-wide initiatives that will promote and assist student led sustainability movements on campus, priorities of the University, and the OESS office.
2. Support and communicate with various operational staff members to create and prioritize institutional goals, create student opportunities, and further develop sustainability reporting.
3. Provide oversight and direction for the Sustainability Fellows program and encourage growth by seeking new and innovative projects that foster relationships and involvement among all educational majors.
4. Serve as the Office of Environmental Stewardship and Sustainability point of contact for marketing and communication. These efforts include overseeing the content, design, and maintenance of the Sustain Sewanee web portal, the OESS website, and social media sites.
5. Supervise the Student Sustainability Coordinator and provide direction and oversight.
6. Develop specific programs to meet the needs of the larger sustainability program that allow it grow with the needs of the student body.
7. Manage the University's Sustainability Tracking and Assessment Rating System (STARS) status; update the submission at least every three years to keep its information current; disseminate and communicate its results; and, identify means and methods for continuous improvement.

- 8. Provide leadership and direction for updating the Sustainability Master Plan.
- 9. Facilitate the participation of students and staff in national sustainability organizations and meetings, specifically, but not exclusively, Planet Forward, and Association for the Advancement of Sustainability in Higher Education (AASHE).

**Judgment Required** Performance of the essential duties of this position is dependent upon independent ingenuity and developmental efforts.

**Budgetary Responsibility** None

**Machines & Equipment Used** Equipment used includes automobiles, vans

**Job Specifications/Position Qualifications (minimum)**

**Education** Bachelor's degree. Masters preferred in appropriate specialization.

**Experience** A minimum of three to five years' experience with environmental/sustainability projects or equivalent with campus sustainability experience. Experience with sustainability programming for students and community members. Experience in educational programming, demonstrated leadership experience in higher education, and previous facilitation of group work. Previous experience with college-aged students is essential. Must have excellent interpersonal and communication skills, organizational abilities, flexibility, and must exercise good judgement and independent problem-solving ability.

**Job Related Skills** Knowledge of MS operating system (Word, Excel, Access, Publisher, and PowerPoint), Sharepoint, and website content management system and social medial skills. Ability to contribute to the creation of a sustainable work environment.

**Licenses/Certification**

**Personal Interaction/Communications**

**Student Contact** This position will require extensive student contact from multiple backgrounds and interests.

**Internal** This position will require developing relationships with faculty members, operational and administrative staff.

**External** This position will likely require interaction with visitors, outside entities, non-governmental organizations, and other interested groups that interact with student projects.

**Supervisory Responsibility**

**Supervision Received** This position works with considerable independence and self-direction. Only general direction and scope of the work to be accomplished are discussed with supervisor.

**Positions Directly Supervised** Student Sustainability Coordinator, work- study students

**Positions Indirectly Supervised**

**Confidential Information**

**Confidential information** Budgets, student information

**Working Environment**

**Working environment**

Office, Domain, Farm

**Physical Requirements**

**Physical Requirements**

Must be able to stand for extended periods of time, Must be able to walk for extended periods of time, Must be able to use feet for repetitive tasks, Must be able to use hands for repetitive tasks, Must be able to lift up to 10 pounds (Sedentary work), Must be able to carry up to 10 pounds (Sedentary work), Must be able to lift between 11-20 pounds (Light work), Must be able to carry between 11-20 pounds (Light work)

**Any additional requirements specific to this position**