

CSA PD - Detailed Summary

Position Title	
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Type of Position	CSA
Position Classification Title	Program Assistant II (OT Elig)

Additional Position Data	
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FLSA Status	Overtime Eligible
EEO Category	40- Professionals
Employee Class	04-CSA OT Eligible Employees

Audit Notes 1	<p>Black Hills State University is a leader in sustainability. As the first university in South Dakota to join the American College and University President's Climate Commitment, BHSU President Kay Schallenkamp committed the university community to practicing and promoting efforts to manage our resources and protect the environment. Establishing a full-time Sustainability Coordinator position will provide a cohesive, comprehensive clearinghouse for information and programs developed under our sustainability initiatives.</p> <p>The Sustainability Coordinator will provide the university with the opportunity to showcase and expand its commitment to these principles. Being first in the South Dakota Board of Regents Higher Education system to implement a Sustainability Coordinator, BHSU will be recognized for sustainability leadership in the state, region, and nation.</p> <p>The Sustainability Coordinator will work with the administration to clearly define goals and objectives by creating a master plan for campus sustainability. The position will provide leadership to student organizations interested in creating and developing stewardship activities and events, as well as coordinating and promoting the annual Sustainability Day and Earth Day. The coordinator will develop, promote, and expand sustainability practices on campus, including recycling, and work with faculty and staff to educate and engage the campus community in sustainability efforts. As the central contact point, the Sustainability Coordinator will be responsible for the collection and reporting of data for the newly implemented STARS program; reporting carbon footprint data for the President's Climate Commitment Report; and maintaining current and updated sustainability data on the BHSU website.</p> <p>The Sustainability Coordinator will represent Black Hills State University as liaison to local schools and the Spearfish community by developing and delivering a comprehensive message designed to promote sustainability efforts.</p>
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Audit Notes 2	<p>The Program Assistant I independently implements work processes and develops procedures for assigned work within limits set by program professionals; makes choices within specified, acceptable standards and practices; informs and educates others to clarify program intent and guidelines; and speaks on behalf of program professionals for whom he or she provides assistance. The impact of work done by this class is primarily internal, for example, recording statistics, compiling data for required reports, monitoring deadlines and other time factors, monitoring compliance with program guidelines, updating technical tools, etc.</p> <p>The Program Assistant II develops processes to implement program objectives, makes decisions within policies set by program professionals and the guidelines of a program or professional subject area, evaluates program processes to determine effectiveness, and negotiates among program providers and users to obtain cooperation where no formal rule or law exists. The impact of work done by this class is more external because of work process development, quality control, and interaction with program service providers and users.</p> <p>Because this position will work quite independently, both with university and community entities, and will be implementing a new program. I believe it is more in line with the responsibilities of a Program Assistant II.</p>
Audit Notes 3	
Audit Notes 4	

Personal and Organizational Data

Position Number	BE9240
Working Title	Sustainability Coordinator
Physical Location of Position (City)	Spearfish
Organization	6PPFM1-Facilities Services
Organization (Department) Address	Facilities Services
City, State, Zip	Spearfish SD 57799
Department Phone Number	
Normal Hours	8am-5pm M-F
This Position Requires	No Requirement
Licensure Requirements	Valid Drivers License

If Other, Please Indicate	
Knowledge, Skills and Ability	
Additional Employees with Permission to Access PD	
Additional Dept Users w/ Permission to Access PD	
What is the Overall Purpose of the Position?	The Sustainability Coordinator will develop, coordinate and administer programs and advise policies within the area of sustainability at Black Hills State University.

Duties

Percent of Time:	Major Area of Responsibility:	Specific Tasks Within Area of Responsibility:	Problems or Challenges:	Decisions Made:	Decisions This Position Refers to its Supervisor:	Physical Requirements or Hazardous Conditions:
30	Outreach. Liaison with campus and local communities.	<p>Represent Black Hills State sustainability programs to the University; maintain liaison with groups, programs, offices and departments at the University to achieve sustainability objectives; serve on various committees, such as the Campus Safety and Facilities Committee and Sustainability Committee.</p> <p>Coordinate and/or participate in public relations activities to include preparing and supervising the production of a website, brochures, newsletters and</p>	Available information may not be readily available.			

		<p>other promotional materials and/or publications, and responding to inquiries; develop plans and schedules for release of publicity materials.</p> <p>Research and maintain working knowledge of best practices at peer institutions with regards to sustainability.</p> <p>Design and maintain a website for sustainability-related news at Black Hills State University. Assist in the preparation of budgets and grants; monitor, verify and reconcile expenditure of budgeted funds as appropriate; oversee the execution of projects receiving grants; publicize the results of granted projects.</p> <p>Represent Black Hills State's sustainability programs to the public; attend professional meetings as appropriate; interface with external organizations to ensure cooperative efforts are enhanced and</p>				
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		available resources are utilized.				
35	Program development	Develop, plan, coordinate and implement activities including, but not limited to, seminars, conferences, workshops, short courses, clubs, shows, public events and other programs related to sustainability at Black Hills State. Both the manner in which these activities are organized and the nature of their content should be geared towards achieving habit transformation from student, faculty and staff community members.	<p>Challenged to maintain knowledge of continually evolving program procedures, and ensure they are implemented efficiently. This is challenging because changes must be evaluated for their impact on program services, altered if necessary, incorporated into existing practices, and communicated to those who need to know.</p> <p>Problems include evaluating issues for importance before relaying them to managers; maintaining deadlines with changing priorities; and evaluating numerous and variable data to determine a practical course of action within an established process.</p>	<p>Decisions include how to carry out processes in varying circumstances by interpreting individual situations and determining which guidelines are most effective out of those available; whether or not procedures within assigned functions are effective and how to revise them; and how to most effectively communicate information and guidelines regarding program services and processes to a variety of users.</p>	<p>Decisions referred include those that require policy development and revision; and development of processes that have an impact on program objectives.</p>	
35	Programming	Encourage and facilitate sustainability programs initiated	Problems include evaluating issues for			

		<p>by student, faculty and staff community members. Foster and coordinate new ideas and concepts for sustainability programming themes and identify materials and resources to supplement, expand or replace existing sustainability programming.</p> <p>Assist Administration in defining goals, performance metrics and a long range plan for sustainability at Black Hills State. Monitor and evaluate program effectiveness, document performance trends, and recommend and implement modifications to improve program effectiveness.</p> <p>Recruit, interview, hire and manage student interns performing work on sustainability projects with well-defined deliverables.</p>	<p>importance before relaying them to managers; maintaining deadlines with changing priorities; and evaluating numerous and variable data to determine a practical course of action within an established process.</p>			
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General Information

If applicable, list subordinates' names and titles	Students
Direct work of employees not formally supervised?	Yes

If yes, list names and titles & describe direction	Other student workers in Facilities Services.
Please explain the most difficult part of this job	Engaging the campus community in sustainability initiatives.
Frequent contacts, purpose of contact, & frequency	campus constituents, others external to the University as needed in the development of the program.
Recommend or have auth. for expenditure of funds?	No Response
If yes, describe the authority and list the amount	

Position Information

What are the most important or critical duties?	Programming and carrying out the sustainability initiatives.
What are the most difficult or complex duties?	Determining the effectiveness of the programming and initiatives.
Position acquired duties from other positions?	No
If yes, please identify duties and positions	
Have former duties been assigned to someone else?	No
If yes, which duties and who performs them now?	
Knowledge, skills, & abilities needed by incumbent	<p>Knowledge of:</p> <ul style="list-style-type: none"> ? principles and practices of sustainability ? basic marketing techniques. ? computer applications, such as Microsoft Word, Excel, and Powerpoint. <p>Ability to:</p> <ul style="list-style-type: none"> ? exercise independent judgment in evaluating situations and making decisions; ? communicate information concisely and efficiently; ? plan and project future campus goals relating to sustainability opportunities; ? have regular and reliable attendance.

Working Conditions

Physical Requirements	
Stand	Occasionally
Walk	Frequently
Sit	Occasionally

Bend	Occasionally
Crouch/Squat	Occasionally
Kneel/Crawl	NA
Climb	NA
Reach above shoulder level	Occasionally
Use keyboard/mouse	Frequently
Hand Activities: Fine dexterity	Occasionally
Hand Activities: Hand twisting	NA
Hand Activities: Simple grasping	Occasionally
Hand Activities: Power grasping	NA
Lifting Activities: Light lifting (<20 lbs)	Occasionally
Lifting Activities: Moderate lifting (20-50 lbs)	Occasionally
Lifting Activities: Heavy lifting (>50 lbs)	Occasionally
Push/Pull: Light pushing/pulling (<20 lbs)	Occasionally
Push/Pull: Moderate pushing/pulling (20-50 lbs)	NA
Push/Pull: Heavy pushing/pulling (>50 lbs)	NA
Other Activity	
Frequency of Other Activity	No Response
Mental Requirements	
Read/Comprehend	Frequently
Write	Frequently
Perform Calculations	Frequently
Communicate Verbally	Frequently

Reason and Analyze	Frequently
Other Activity	
Frequency of Other Activity	No Response
Environmental Requirements	
Is exposed to high noise level	Occasionally
Is around moving machinery	Occasionally
Is exposed to marked changes in temp/humidity	NA
Is exposed to dust	NA
Is exposed to fumes	NA
Is exposed to gases	NA
Is exposed to microwave	NA
Drives motorized equipment	Occasionally
Works in confined quarters	NA
Other Activity	
Frequency of Other Activity	No Response

The Board of Regents will take Affirmative Action to ensure that all employment practices are free of discrimination. In addition, the Board of Regents fully supports incorporation of non-discrimination and Affirmative Action rules and regulations into all of its employment practices.

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