



Albion College

POSITION DESCRIPTION

Position Title:	Sustainability Coordinator
Department:	Facilities, Presidents' Office
Supervisor:	Ray Barclay
Position Duration:	2/1/2021 - End of semester
Date Created:	1/27/2021

The sustainability coordinator will work collaboratively with Facilities, Business Office, Presidents' Office, faculty, students and community to coordinate effective sustainability initiatives that reduce Albion College's impact on the environment. The student will assist in the development of a Climate Action Plan and analysis of greenhouse gas emissions for the college.

General Duties (all levels)

- Assist with data collection for College energy audits
- Collaborate with different departments on sustainability projects
- Track sustainability council meetings
- Write technical reports

Entry-Level Duties

- Write reports on existing projects
- Design flyers and work with marketing team

Upper Level Duties:

- Work with multiple stakeholders to create a Climate Action Plan for Albion College
- Create annual greenhouse gas inventory and STARS report
- Engage and create awareness on campus about sustainability and the environment

Job Specific Learning Outcomes

Students will be able to:

- Design and implement projects
- Develop strong qualitative and quantitative data analytic skills, including ability to synthesize data to offer recommendations and solutions
- Gain knowledge in carbon auditing protocols
- Communicate project goals and outcomes to different stakeholders

Career Readiness Competencies and Transferable Skills

Students will be able to demonstrate the following Career Readiness Competencies (NACE Career readiness Competencies) through:

- Demonstrate critical thinking/problem solving - Students will be able to exercise sound reasoning to analyze current issues, make decisions, and overcome problems.
- Oral/written communications - Students will lead meetings, write technical reports and communicate their ideas to a wide audience clearly and effectively.
- Teamwork/collaboration - Students will liaise between departments and work collaboratively with multiple stakeholders on multiple projects.

- Digital technology - Students will use computer programs to collect and analyze carbon audits.
- Leadership - Students will design and lead projects. They will also learn to organize and delegate work as needed.
- Professionalism/work ethic - Be respectful, demonstrate integrity and ethical behavior and act responsibly with interests of the larger community in mind.
- Career management - Students will learn to identify and articulate skills, strengths, knowledge and experiences relevant to their career goal.
- Global/intercultural fluency - Students will work with diverse people and learn to value and respect people from all races, ages, genders, sexual orientations and religions.

General expectations & skills to be successful in this position:

- A strong interest in environmental sustainability
- Demonstrated aptitude or strong interest in data analytics
- Good interpersonal skills and ability to foster and maintain collaborative relationships
- Organized and detailed-oriented with ability to handle multiple projects simultaneously

Learning Outcomes Assessment:

- With the supervisor, Peer Advisors will complete the [Student Employee Performance Evaluation](#) midway through the semester and at the end of the semester

Training

- The first week will be reserved for training. During this period, the student will familiarize themselves with various higher educational climate policies, programs and be introduced to different stakeholders on campus.
- Training will be conducted by Ray Barclay or members of the Sustainability Council.

Application Instructions:

- To apply, submit your resume using the Handshake system at albion.edu/handshake
- Ray Barclay (rbarclay@albion.edu)

Please note, once you are offered a position you must first go to the Albion College Career and Internship Center website

<https://www.albion.edu/academics/career-and-internship-center/student-employment/forms> to print off the necessary forms for employment.

Student employees must complete tax forms (W-4 Withholding Allowance Certificates) and proof of work eligibility (I-9) before beginning work as an Albion College Student Employee.

Completed forms must be delivered in person (bringing the required documentation) to the Human Resources Office which is located in 225 Ferguson. All forms should be completed in ink, not pencil and students should use their permanent address on all forms unless the permanent address is an international address.