

Program Assistant II

Position Details

Employee Information

Employee First Name

[REDACTED]

Employee Last Name

[REDACTED]

Employee ID

[REDACTED]

Classification Information

Position Classification Title

Program Assistant II

Class Code

11043

FLSA

Overtime Eligible

Pay Grade

CG HH

EEO Category

50 - Office Clerical

Employee Class

04-CSA OT Eligible Employees

Position Information

Position Number

[REDACTED]

Department

SDSU-Facilities & Services-Energy Systems

Physical Location of Position (City)

Brookings

Work Hours

This position requires

If other, please indicate

Supervisor

Employee

What is the overall purpose of the position?

This position will provide inspiration, education, information and coordination to the campus and surrounding community in order to enhance sustainability on campus. Under the general direction of the Director of Energy Systems within the Facilities and Services Energy Systems sector, this position will provide administrative and program support to university sustainability efforts. This position will have strategic program leadership roles in support of a wide range of sustainability initiatives having broad impact, with a goal of institutionalizing sustainability values in student, faculty, and staff

experience and campus culture. This position will heavily interface with and provide information to both campus and community constituents. This position will serve as a source for sustainability data and information for campus. This position will be both entrepreneurial and opportunistic, and the specific areas of focus may change in accordance with campus needs.

General Information

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If the position has responsibility for personnel selection, performance appraisal, and disciplinary action, please list the subordinates' names and titles. If not applicable, please enter "N/A".

Does this position direct the work (e.g. train, assign or review work) of employees it does not formally supervise?

If yes, please list the employees' names and titles and describe the type of direction given. If no, please enter "N/A".

List frequent or major contacts, the purpose of each contact, and the frequency (e.g. daily, weekly, monthly, annually). Do not include subordinates or the supervisor. If not applicable, please enter "N/A".

Does this position recommend or have authority for the expenditure of funds?

If yes, please describe the position's authority and list the amount. If no, please enter "N/A".

What are the most important or critical duties of this position? Please explain. If not applicable, please enter "N/A".

What are the most difficult or complex duties of this position? Please explain. If not applicable, please enter "N/A".

Has this position acquired duties from other positions?

If yes, please identify duties and positions. If no, please enter "N/A".

What knowledge, skills, and abilities will an incumbent need to perform the duties of this position competently? If not applicable, please enter "N/A".

Job Duties

Job Duties

Percent of Time	45%
Major Area of Responsibility	Campus Sustainability education and outreach
Specific Tasks Within Area of Responsibility	<ul style="list-style-type: none"> ● Plan and implement educational outreach and behavioral change initiatives which may include, but are not limited to, stakeholder engagement, energy and water conservation programs, recycling and waste reduction programs, sustainability event planning and coordination, educational campaigns, promotion of sustainability at campus and community events, support of class projects and club activities, and infusion of sustainability into curriculum and academic programs. ● Assist faculty and students on related sustainability activities, such as RecycleMania. ● Attend conferences to connect with and stay up to date with new sustainability efforts on college campuses and to represent South Dakota State University's initiatives to local, regional, and national audiences. ● Represent Facilities & Services at relevant department and committee meetings. ● Be able to communicate effectively with South Dakota government and other state institutions regarding sustainability issues. ● Create, manage, and grow social media presence of sustainability on campus. ● Maintain, develop and update content for the campus sustainability website which may include soliciting information, resources, data, images, and stories from campus constituents.
Problems or Challenges	Building a new program on campus. Working with all customers; students, faculty & staff to gain support for the program. Working with the city of Brookings and State of South Dakota to promote and grow the program.
Decisions Made	Which outside programs or entities to work with to promote sustainability on campus and in the community. Determines which programs to implement and when to implement.
Decisions This Position Refers to its Supervisor	Whether or not to engage with a vendor to implement any programs.
Physical Requirements or Hazardous Conditions	Typical office environment. May be outside in extreme weather conditions depending upon program.
Essential Duty	No
Percent of Time	45%
Major Area of Responsibility	Sustainability research & education

Specific Tasks Within Area of Responsibility	<ul style="list-style-type: none"> ● Independently research, develop and implement new sustainability objectives, programs, projects, and initiatives. Collect, record, analyze and report on data regarding energy, water, resources use and cost for sustainability projects, programs and initiatives in support of daily operations and maintenance, and continuous process improvement. ● Track and report data for on campus sustainability initiatives, including data for AASHE STARS. ● Establish key sustainability metrics, objectives, and long terms goals and plans. ● Provide sustainability insight by assessing, formulating, and evaluating the impact of recommended or implemented policies, plans, contracts, projects, procedures, and programs from strategic and operational sustainability perspectives. ● Organize and execute sustainability reports using tools as decided. ● Document and submit nominations for sustainability awards and competitions.
Problems or Challenges	Sustainability is a fairly new field, so determining where and what to research may be difficult. Balancing the needs of the university and the needs of the community in what research and education needs to be done through this position.
Decisions Made	Determining key metrics, objectives and long term goals and plans. Determining what data will best support the decisions made by the university for sustainability. Determining the best way to track the data.
Decisions This Position Refers to its Supervisor	Working with a vendor to collect and/or track the data. Final approval of metrics, objectives and long term goals.
Physical Requirements or Hazardous Conditions	Typical office environment.
Essential Duty	No
Percent of Time	10%
Major Area of Responsibility	Data management
Specific Tasks Within Area of Responsibility	Collect data on sustainability efforts and initiatives on campus and maintain a database with such information for purposes of monitoring, reporting, and program assessment.
Problems or Challenges	Sustainability is a fairly new field and data may be hard to find to benchmark against.
Decisions Made	Determining the best way to track and share the data.
Decisions This Position Refers to its Supervisor	
Physical Requirements or Hazardous Conditions	Typical office environment
Essential Duty	No

Working Conditions

Cognitive Requirements

Please check the appropriate response that describe the cognitive requirements for this position.

Protective Clothing/Equipment

Please check the appropriate response for this position's use of the following protective clothing or equipment.

If other protection is used please identify

Physical Requirements

Please designate the physical requirements of this position

Describe any of the conditions selected

Sensory Requirements

Please check the appropriate response that describe the sensory requirements for this position.

Working Conditions & Exposures

Working Conditions or Exposures (or potential exposures) that this position may encounter during the course of the work day.

Please describe, in more detail, any of the conditions checked above

Working Environment

Check the appropriate box(es) that best describes the environment in which the primary function of the position is performed.

If you have indicated Other Environment, if work tasks involve one or more of the above, or if

further explanation is necessary,
please use the space provided.

Supervisory Position

Supervisor Position Description

Job Title	Director of Energy Systems
Position Number	██████████
Org Unit	SDSU-Facilities & Services-Energy Systems
First Name	██████
Last Name	██████
Email	██

Position Documents

No documents have been attached.

Position Requisition

Requisition Information

All fields in this section are visible to applicants.

Working Title	Program Assistant II
Appointment Percent	100
Is any portion of this position Grant Funded?	
Duration of the Term	12 months
If Other, describe duration	