

DePauw University

Assistant Director of Center for Sustainability and Campus Farm Manager

Department: Center for Sustainability	Job Status: 12-month
FLSA Status: Exempt	Reports To: Director of Campus Life and Center for Sustainability
Grade/Level: ??	Amount of Travel Required: No travel required
Work Schedule:	Positions Supervised: Sustainability Leadership Program and Campus Farm student Interns Campus Farm summer student graduate fellow

POSITION SUMMARY

The Assistant Director of Sustainability and Campus Farm Manager will assist DePauw's sustainability director with Ullem Campus Farm and Center for Sustainability initiatives. The Assistant Director supports the overall mission of the Ullem Center for Sustainability and Campus Farm, including through DePauw's Sustainability Leadership Program (SLP) and Center for Sustainability efforts (50%). The employee also directs all elements of the farming operation at the Ullem Campus Farm, (50%) including overseeing all interns and laborers; serving as primary contact for Bon Appétit, Bridges, and local charities; managing volunteer and educational groups; and leading the planting, growing, and harvesting of seasonal crops.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Assist the Director of Sustainability with campus-wide sustainability initiatives.
- Oversee all aspects of the Ulem Campus Farm.
- Direct the expansion and transformation of the new farm location, policies, and procedures.
- Responsible for evening and night-time safety and security at the Campus Farm.

- Direct programming at Ullem Center for Sustainability and Campus Farm, which includes nights and weekend events.
- Design and implement business plan for expanded farm acreage and ground use.
- Co-oversee Sustainability Leadership Program student leaders and groups.
- Lead half of the seven weekly Sustainability Leadership Program (SLP) student meetings.
- Serve as primary advisor for the student-run thrift shop, The Thrifty Tiger.
- Oversee the DePauw Community Bikes initiative.
- Oversee with annual DePauw Move Out initiative.
- Coordinate food waste reduction and recycling initiatives with Bon Appétit.
- Provide education activities and lessons to community groups, DePauw classes, student organizations, and local community groups.
- Lead high school outreach and programming efforts to local and regional schools at the Center and at school locations.
- Plan, assist, and conduct with the annual DePauw Sustainability Leadership Retreat.
- Serve on Ullem Center for Sustainability and Campus Farm Advisory Board.
- Manage harvesting and selling/donating of produce to vendors and local charities.
- Plant seasonal crops at Ullem Center for Sustainability and Campus Farm location.
- Oversee all volunteers at Ullem Campus Farm.
- Lead growing of seeds at Manning Field Station and new greenhouse.
- Research and maintain soil quality of the land at Ullem Campus Farm.
- Present at regional conferences and meetings about the Ullem Center for Sustainability and Campus Farm.
- Serve on Student Academic Life committees as needed.
- Complete other duties as assigned.

SKILLS & ABILITIES

Education: Master's Degree preferred

Experience: Prefer individuals who have managed undergraduate college students and who thrive when teaching/empowering/mentoring others. Prefer previous experience working on farms or large vegetable gardens. Prefer individuals familiar with organic farming techniques. Prefer individuals who have managed a budget/submitted invoices.

Computer Skills: Prefer experience with Microsoft Office, Google Drive, Adobe InDesign

Other Requirements

- Must be detail-oriented and organized
- Must be able to relate well with others and be a motivated individual.
- Must thrive when teaching new and inexperienced volunteers
- Must be flexible, especially when urgent requests arise.
- Must be willing to learn and use proper farming techniques.

PHYSICAL DEMANDS

Physical Demands

Lift/Carry

Stand

F (Frequently)

10 lbs or less

F (Frequently)

Walk	F (Frequently)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-50 lbs	O (Occasionally)
Reach Outward	F (Frequently)	51-100 lbs	N (Not applicable)
Reach Above Shoulder	O (Occasionally)	Over 100 lbs	N (Not applicable)
Climb	O (Occasionally)		
Crawl	F (Frequently)	Push/Pull	
Squat or Kneel	F (Frequently)		
Bend	F (Frequently)	12 lbs or less	F (Frequently)
		13-25 lbs	F (Frequently)
		26-40 lbs	F (Frequently)
		41-100 lbs	F (Frequently)

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

WORK ENVIRONMENT

Work is both in an office environment and outside.

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.