

Director of the Center for Sustainability

Department: Campus Life

FLSA Status: Exempt

Grade/Level: ??

Work Schedule:

Job Status: 12-month

Reports To: Dean of Campus Life

Amount of Travel Required: No travel required

Positions Supervised:

Assistant Director of Center for Sustainability and Campus Farm Manager, Sustainability Leadership Program student interns (20), Campus Farm summer student graduate fellow (1)

POSITION SUMMARY

The Director of the Center for Sustainability oversees a diverse set of campus programs related to sustainability. She/he directly oversees the Center for Sustainability, Campus Farm, and Sustainability Leadership Program. S/he also facilitates campus-wide sustainability multi-department initiatives through partnerships with Facilities Management, the Environmental Fellows Program, Academic Affairs, academic departments and Office of Admissions.

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)

- Direct, provide vision and leadership for the Ullem Center for Sustainability and Campus Farm and Sustainability Leadership Program (SLP).
- Oversee and direct campus-wide sustainability co-curricular and campus infrastructure initiatives between Student Academic Life, Academic Affairs, and Facilities Management.
- Oversee the Sustainability Leadership Program (SLP) student initiatives, including supervising and managing the SLP Student Directors and Student Project Managers implementing projects across campus.
- Direct the experience and learning of 70-80 SLP members in tiered leadership opportunities and robust co-curriculum experiences.
- Develop and guide metrics for assessing implementation of Ullem Center for Sustainability and Campus Farm vision.
- Lead the Ullem Center for Sustainability and Campus Farm Advisory Board.
- Direct the SLP program and Campus Farm to be models for the Gold Commitment and fully integrated with the work of the Centers Council and the Office of Strategic Initiatives.
- Serve as Student Academic Life liaison to Environmental Fellows Program by participating in Program's bi-weekly team meetings, reviewing applications, and interviewing students at Honors and Fellows Weekend and throughout the school year for lateral entry students.

- Present to classes at request of faculty related to environmental policy, sustainability initiatives, civic engagement, and others as requested.
- Oversee partnerships with Office of Admissions for DePauw recruitment support and sustainability themed recruitment at admitted student open houses, individual prospective students, and high school visits.
- Facilitate campus wide support and compliance with the President’s Office for the President’s Climate Leadership Commitment.
- Oversee partnerships with local Greencastle schools to provide SLP students opportunities as to present educational programs to primary and secondary aged students both on-campus and at Greencastle schools.
- Oversee the annual DePauw Move Out initiative with 100+ volunteers, multi-department partnerships, and coordination with Greencastle agencies.
- Direct hiring and training of all SLP student interns.
- Conduct end of semester 1:1 meetings with all SLP students.
- Oversee applying for statewide and nationwide grants for the Ullem Center for Sustainability and Campus Farm
- Partner with the other Student Academic Life Directors to coordinate initiatives and policies.
- Serve on additional Student Academic Life committees as assigned.
- Complete other duties as assigned.

SKILLS & ABILITIES

Education: Master’s Degree Required.

Experience: Prefer individuals who have managed undergraduate college students and who thrive when teaching/empowering/mentoring others. Prefer individuals with 2 years experience working in higher education setting with knowledge of student life and sustainability programs.

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)		
Squat or Kneel	F (Frequently)		
Bend	F (Frequently)		
		Push/Pull	
		12 lbs or less	F (Frequently)
		13-25 lbs	F (Frequently)

26-40 lbs
41-100 lbs

F (Frequently)
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.