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## Campus Sustainability Manager

**Employer**

[Emerson College](#)

**Location**

Massachusetts, United States

**Salary**

Salary Not specified

**Posted date**

Nov 22, 2021

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**Campus Sustainability Manager**

**Target Hire Date**

2022-01-17-08:00

## **Join our community and experience Emerson College!**

To encourage environmental stewardship and promote campus sustainability efforts. This position will be responsible for integrating, coordinating and reporting sustainable principles, goals and standards into operation, academic and outreach functions, including specific areas of the President's Climate Commitment.

### **Job Duties:**

- Develop, plan, coordinate and implement programs, initiatives and resources by working with the President's Sustainability Committee and student environmental organizations to promote campus awareness and visibility. Encourage all campus faculty, students and staff to participate in environmental programs and practices.
- Design, collect, analyze and report on current sustainability data, environmental stewardship, and green initiatives(i.e. President's Climate Commitment at Emerson College. Monitor and evaluate Emerson's efforts and programs against those of similar institutions. Identify opportunities and implement.
- Establish and maintain GHG emissions reporting as required under the ACUPCC.
- Work with Emerson peers and colleagues, involving appropriate College departments, to identify, justify and implement cost effective, technically feasible projects.

### **Required Knowledge, Skills and Education**

- Bachelors degree or equivalent experience
- 2-4 years of hands-on experience implementing environmental or sustainability programs or 5 years in a related field.
- Ability to foster and engage Emerson's students in our sustainability initiatives.
- Incumbent will be expected to continue upgrading knowledge, skills, and abilities needed to keep abreast of regulation/policy changes.
- Exemplary communication skills (both written and oral); ability to multi-task, retrieve data rapidly, oversee work study students and display excellent time and project management skills.
- Ability to work independently but is an excellent collaborator and team player.
- Highly developed organizational and customer service skills.

- Demonstrated computer competency and preferably knowledgeable of Microsoft Windows and Office. Intermediate to advanced computer skills are required. Familiarity with email, Internet and database retrieval is required.

**Preferred Knowledge, Skills and Education:**

- 4 years of higher education sustainability work with increased responsibilities
- Working knowledge with STARS, AASHE, and the Presidents Climate Commitment.
- Masters Degree or MBA preferred
- Ability to manage staff of student employees, volunteers, and work groups

Grade of Position: A16E

Scheduled Weekly Hours: 36.25



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**About Us**

Emerson College is the nation's only four-year institution dedicated exclusively to majors in communication and the arts in a liberal arts context. Its main campus is located in the center of the dynamic multicultural city of Boston, in close proximity to major publishing houses, arts institutions, and research centers. The college also has campuses in Los Angeles and the Netherlands. Emerson College enrolls over 4,300 graduate and undergraduate students from more than 70 countries and all 50 states.

**Diversity Statement**

Emerson College believes diversity enriches the educational experience by providing students with the opportunity to learn from individuals who may have different backgrounds, experiences, and perspectives. Engagement with diversity in the curriculum, in our co-curricular offerings, and all other aspects of the College enhances the personal and

intellectual growth of all members of our campus community. Emerson is committed to strengthening communities, including our workplace, by fostering the development of the intercultural competencies necessary for meaningful citizenship in an increasingly complex, pluralistic society. Emerson College does not discriminate on the basis of sex/gender in its educational programs or activities. Emerson has designated the Associate Vice President, Title IX, and Clery Coordinator to respond to inquiries regarding the College Sexual Misconduct Policy. The Title IX Coordinator may be reached at 8 Park Plaza, Transportation Bldg, Room 230 Boston, MA 02116; Telephone: 617-824-8999; email: [titleix@emerson.edu](mailto:titleix@emerson.edu)

### **Annual Clery Report**

In accordance with the federal Clery and Campus SaVE Acts, Emerson College commits to providing all current and prospective students and employees with access to the annual campus security reports for each of our campuses. This report may be accessed from the [Emerson College Police Department website](#).

### **Grade Ranges**

Information on Emerson College [staff grade range](#)

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