

Academic Professional Job Description

Enter the Job Title Here

For HR Use:	
Last Revision Date	Click here to enter a date.
Revised By	Click here to enter text.
Date HR Approved for Use	Click here to enter a date.

A. Job Location

Campus or Region [Enter Here](#)
Chicago

B: Job Specifications (To be completed by HR)

Job Code:	TBD	EEO Category:	Enter Here
FLSA:	Choose an item.	Standard Title and Number	Enter Here
Category:	Academic Professional	Qualifying Criteria Letter	Enter Here
P-Class:	Enter Here		

C. Job Summary

Provides a "snapshot" or the main purpose of the job, consisting of no more than three to five sentences. The job summary should provide enough information to differentiate the major function and activities of the job from those of other jobs. The job summary should start with an action word, then explain the job's requirement and if necessary explain the why or how of the job.

The Associate Chancellor for Sustainability advises campus leadership on ways to integrate sustainability into its core functions of operations, teaching, and research. This position directs the Office of Sustainability, which develops and coordinates programs and initiatives that further the environmental, social and economic sustainability of the campus. This position is responsible for developing policy, plans and programs that reduce the campus's environmental impact such as the UIC Climate Action Plan and the Sustainability Strategic Plan. The position identifies opportunities, partners, funding, and implementation process to support the goals and strategies of the plan and represents UIC's sustainability initiatives to the external community.

D. Reporting Relationships and Organizational Impact

- **Upward Reporting Relationship:**
Positions Reports to (title not incumbent's name): Vice-Chancellor for Administrative Services
- **Manager or Non-Manager Role:** **Manager**
Manager = the incumbent has full authority to hire, develop, appraise, discipline and approve time and attendance for subordinates,
Team Leader = oversees others (guides certain tasks, sets schedules, trains others, or perhaps gives input concerning performance).
Non-Manager = no oversight or accountability for others, an individual contributor

- Manages (or Leads) *directly* up to 5.0 FTE employees and *indirectly* up to 1-8 FTE employees in the following (or similar) job classifications:

Program Coordinator, Program Assistant, Business Admin Associate, Recycling Assistant, Student Sustainability Aide, Graduate Assistant, Graduate Research Assistant

- **Management Span of control (not applicable for a non-manager role)**
Has Management responsibility for 1 distinct work units
- **Internal and External**
Has regular contact with departments, employees and Managers at all levels of the internal organization.
- **Budget Authority:**
Has responsibility or authority for budget between \$300,000-400,000
- **Influence:**
May influence the formulation of organizational policy, contractual obligations and employee morale.

E. Qualifications		
	Minimally Required Identify those items that are minimally required to perform the essential duties of the role not what the current incumbent may possess. For example if the job can be performed with a Bachelors degree and the incumbent has a Master's degree, indicate Bachelor's degree as the minimum educational requirement.	Preferred or Specialized These <i>are not</i> required to perform the basic functions of the role.
Education Formal education (e.g. High School Diploma, Bachelors degree, licenses and/or certifications etc)	Master's degree	Ph.D.
Experience Type or number of years of directly related work experience	10 yrs min with at least 5 years in sustainability, environmental management, change management, or public policy	5 years managing a sustainability program in a college or university or large institution
Knowledge Commonly known principles required for this field of work (e.g. generally accepted accounting standards for an Accounting Director, familiar with standard change management concepts for HR practitioners, etc)	Environmental science and policy, energy management, greenhouse gas accounting, sustainability reporting, familiar with institutional change management, best practices of sustainability in higher education	Familiar with sustainability science, systems thinking, strategic and climate action planning, grant writing, development, social marketing and communication
Skills Measurable learnings (e.g. Can perform at an Intermediate level of Excel and Word, Typing at 50 wpm, Advanced knowledge of research protocols, etc)	Can perform at an intermediate level of Excel, Word, Power Point	Conduct greenhouse gas reporting, energy calculations and cost-benefit analysis of projects.

<p>Abilities Demonstrated learnings(e.g. able to translate strategy to action, communicate at all levels of organization, work effectively in ambiguous situations, proven track record of increasing customer base)</p>	<p>Able to translate strategy into action, communicate at all levels of the organization, create partnerships, articulate goals within institutional and unit missions.</p>	<p>Tract record of implementing successful sustainability programs. Facilitation skills.</p>
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F. Duties and Responsibilities (<i>Denote Essential* functions with an asterisk</i>)	
Approx Percent of Time Spent performing this in an average work week	Description of Duty Generally, do not include if less than 5% of the work time is spent on this duty (unless it's an essential function). Be specific without giving explicit instructions to perform the tasks. Use accurate adjectives and focus on what is required of the job and not the incumbent. Do not include subjective terms, abbreviations or technical jargon. Do not include duties that are to be performed in the future (should the job evolve). Duties should be action oriented and avoid vague or general statements.
20	Coordinate sustainability planning initiatives such as development of a climate action plan and sustainability plan.
20	Create new programs and advance existing programs that advance energy and resource conservation, promote active transportation, and reduce costs to the university.
10	Coordinate goal setting and monitor progress towards those goals, in concurrence with campus commitments.
20	Develop and oversee opportunities for student participation in sustainability initiatives through volunteering, internships, independent study, course projects, hourly employment and Graduate Assistantships.
20	Oversee outreach efforts to the campus on sustainability initiatives and events to promote awareness of sustainable practices among campus community.
10	Liaison with other universities, the City, and NGOs that advance sustainability locally and regionally.
Enter Percent	Enter text.

G. Working Conditions
<p>For Office positions: Fast paced general office environment. Some stress may occur. Regular travel not expected but may occur occasionally around previously scheduled events. Requires sitting for extended periods of time, standing, visual acumen, manual dexterity and fingering for working with computer key boards.</p> <p>For the checklist of physical requirements see chart.</p>

H. Disclaimer
This job description reflects management's assignment of essential functions; and nothing in this herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.

I. Signatures and Acknowledgement of Receipt	
Compensation Review/Approval	Date

Manager's Signature	Date
Employee's Signature	Date

J. Working Conditions, Physical Requirements and Equipment Usage

Lifting Requirements

<i>Check appropriate category to function in the job</i>
<input checked="" type="checkbox"/> Sedentary work - Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.
<input type="checkbox"/> Light work - Exerting up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg control requires exertion of forces greater than that of sedentary work and if the worker sits most of the time, the job is considered light work.
<input type="checkbox"/> Medium work - Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/> Heavy work - Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/> Very heavy work - Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

Physical Requirements

<i>Check if an essential to function in the job</i>
<input type="checkbox"/> Stand or Sit (Stationary position)
<input type="checkbox"/> Walk (Move, Traverse)
<input type="checkbox"/> Use hands/fingers to handle or feel (Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position)
<input type="checkbox"/> Climb (stairs/ladders) or balance (Ascend/Descend, Work atop, Traverse)
<input type="checkbox"/> Stoop, kneel, crouch, or crawl(Position self (to), Move)
<input type="checkbox"/> Talk/hear (Communicate, Detect, Converse with, Discern, Convey, Express oneself, Exchange information)
<input type="checkbox"/> See (Detect, Determine, Perceive, Identify, Recognize, Judge, Observe, Inspect, Estimate, Assess)
<input type="checkbox"/> Taste/Smell (Detect, Distinguish, Determine)
<input type="checkbox"/> Pushing or Pulling
<input type="checkbox"/> Reaching
<input type="checkbox"/> Repetitive Motion

Hazards and Atmospheric Conditions

<i>Check if an essential to function in the job</i>	
<input type="checkbox"/> Exposure to Fumes	<input type="checkbox"/> Mechanical Hazards
<input type="checkbox"/> Exposure to Dust	<input type="checkbox"/> Chemical Hazards
<input type="checkbox"/> Exposure to Extreme Temperatures	<input type="checkbox"/> Electrical Hazards
<input type="checkbox"/> Wet and/or Humid	<input type="checkbox"/> Radiant Energy Hazards
<input type="checkbox"/> Noise	<input type="checkbox"/> Explosives Hazards
<input type="checkbox"/> Vibration	<input type="checkbox"/> Burn Hazards
<input type="checkbox"/> Mists or gases	Other
Comments:	

OSHA Categories

<i>Complete this OSHA section for Clinical / Patient Care Related Jobs</i>
<input type="checkbox"/> Category I - Duties performed routinely require exposure to blood, body fluid and tissue
<input type="checkbox"/> Category II - Normal routine involves no exposure to blood, body fluid or tissue, but exposure or potential for exposure may occur
<input type="checkbox"/> Category III - Normal routine involves no exposure to blood, body fluid or tissue and as part of their employment, incumbents are not called upon to perform or assist in emergency care or first aid

Equipment and Tools

<i>Complete this OSHA section for Clinical Jobs</i>
List Equipment used for job:
List Tools:
Drives University Vehicle:
Other: