

**For HR Use**

Last Revision Date: 5/18/17

Revised By: Jwolek

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**Interview No:****Job Title:** Assistant Director, Sustainability Projects

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**Job Specifications** *(to be completed by HR)*

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Job Code:	Standard Title and Number: Assistant Director - 49915
FLSA: Exempt	Exemption from CS: 36e3
Category: Academic Professional	Job Family:
EEO Category:	Job Band:

**Reports to:** Associate Chancellor for Sustainability**Supervision** *(May supervise any or all of the following):* Program Assistant, Recycling Assistant, Graduate Assistant, Undergraduate Sustainability Aide**Job Summary**

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The Assistant Director develops and implements projects associated with resource consumption, enhances awareness and reporting of sustainability initiatives and accomplishments, and fosters sustainable infrastructure, to support a tangible culture of sustainability at UIC. This position is responsible for the reporting and interpreting of complex data from various units across campus to internal and external constituents and reporting through various means including the Office website, reports, and on-line reporting tools (to external organizations). The Assistant Director is also the primary resource and advocate for green building and construction on campus.

**Job Responsibilities** *(Essential Duties)*

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- Develop, implement, and manage (including budget) projects to support UIC's sustainability goals associated with resource consumption in campus facilities.
- Train students and staff in other departments on policies and programs to enhance project outcomes, for example EcoEducators (volunteer program). Supervise staff and students that implement these programs.
- Develop, implement and manage (including budget) sustainability outreach on campus. Compose material on campus sustainability initiatives – articles and case studies. Design and produce visually stimulating materials for effective message communication in print and on line.
- Represent the university on the sustainability building standards to internal clients and external consultants to enhance sustainable design of campus renovation projects and new construction. Foster integrative sustainable design within project management and construction teams.
- Review architectural designs and building system plans for opportunities to reduce resource and energy use. Provide and interpret information and data for submittal for LEED or other green building certifications.
- Design and manage Office of Sustainability website. Maintain current knowledge in best practices for websites, as well as social media.

# UIC HUMAN RESOURCES

## JOB DESCRIPTION

- Develop and implement action plans on the reporting and formatting of complex data into the requirements specified by internal and external constituents.
- Gather and interpret sustainability and energy data from internal and external constituents for use in monitoring and reporting progress on sustainability goals, including state mandates and voluntary commitments and certifications (such as the Sustainability Tracking, Assessment and Rating System, Tree Campus USA, and Bee Campus USA).
- Perform other related duties and participate in special projects as assigned.

### **Job Knowledge & Skills, Education, Experience**

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A minimum of a Bachelor's degree in Environmental Management, Sustainability Studies or Science, Environmental Studies or Science with five (5) years in sustainability program development OR a Masters degree in Environmental Management, Sustainability Studies or Science, Environmental Studies or Science with three (3) years in sustainability program development.

Experience in higher education sustainability, environmental health & safety or related area preferred.

Certification in Leadership in Energy and Environmental Design (LEED) General Associate (GA) or Accredited Professional (AP) preferred.

Knowledge of sustainability issues – water, energy, materials, and waste.

Familiar with standard sustainability frameworks including systems thinking, life cycle assessment, and cost benefit analysis.

Commonly known principles of website planning and design.

Advanced skills in Microsoft Word, Excel, Adobe Creative Suite.

Able to read, analyze and interpret scientific, business and behavior science documents. Able to write reports and procedure manuals. Can communicate at all levels of organization. Able to define problems, collect data, establish facts, and draw valid conclusions, interpret an extensive variety of technical instructions, read architectural plans, and deal with several abstract and concrete variables.

### **Working Conditions**

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General office environment. 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.

*\* If not within general office conditions, attach detailed environment checklist.*

#### Disclaimer

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This job description reflects the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Nothing restricts management's right to assign or reassign duties and responsibilities to this job at any time.

### **Signatures and Acknowledgement of Receipt**

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<b>Manager's Signature</b>	<b>Date</b>
<b>Employee's Signature</b>	<b>Date</b>