

The University of Vermont
POSITION DESCRIPTION

Fill sections 1 and 2 by typing an 'X' in brackets:

1. **TYPE OF REQUEST** check one: [] Classification of New or Vacating Position (to be recruited)

[x] Reclassification of Position (held by ongoing employee)

2. **FOR RECLASSIFICATIONS:** Is this a [x] Formal Review, or [] Update Only

Are the Duties [] Proposed, or [x] Already Assigned

3. **GENERAL INFORMATION:**

Wage & Salary use only:

Proposed HRS (Human Resource System) Position Title: Environmental Coordinator	Pay Range:	FLSA:	Analyst:	Date Recd:	Points: Indiv Class
Department: UVM Environmental Council	Date Prepared: June 30, 2003			Fax:	
Position Supervisor: Stephanie Kaza, Ralph Stuart, functional supervisors Bill Ballard, Assoc. VP Admin. & Facilities Svcs; administrative supervisor	Email: skaza@uvm.edu , rstuart@uvm.edu william.ballard@uvm.edu		Campus Address: 284 East Avenue		Phone: 6-4055,6-5403

4. **FOR EXISTING POSITIONS ONLY:**

Current HRS (Human Resource System) Position Title: Environmental Council Coordinator	Position #:
Incumbent's name: Gioia Thompson	Phone: 6-3803

5. **PHYSICAL DEMANDS & WORK CONDITIONS:**

a. Does this job involve significant physical strain or activity (lifting, carrying, standing, climbing, crawling/kneeling, repetitive motions)? No
b. What unusual working conditions are associated with this job (lighting, heating, ventilation, odors, noise, animals, heights, infectious diseases, danger, irregular hours, exposure to inclement weather)? Night meetings and occasional travel to conferences

6. **APPROVALS:** I certify that the information in this document accurately reflects the duties and responsibilities of this position.

Supervisor: Ralph Stuart, Stephanie Kaza	Date: 8/1/2003
Department Chair/Director:	Date:
Dean/Budget Director:	Date:

7. **COMMENTS (Dean/Director/VP):**

8. **ORGANIZATIONAL CHART:** MUST be attached

9. **POSITION DESCRIPTION:** Complete on page 2

POSITION DESCRIPTION

BASIC FUNCTION: Briefly describe purpose and main function of the position and include supervision received.

The Environmental Council Coordinator is responsible for developing a campus greening program that builds bridges between on going efforts by faculty, staff and students to improve UVM's environmental performance. The Coordinator plays both an educational and policy development role, as directed by the Council co-chairs and in response to community interest and requests. The Coordinator also provides management oversight for the Council budget and office operations

ESSENTIAL FUNCTIONS: Show percentage of time for each function, (25% maximum), to total 100%. Please limit your text to overlaid box size. If appropriate, include information about:

- 1) Responsibility for financial resources, budgets, physical resources and data/records/information
- 2) Number of employees supervised and the type of supervision: functional (assigning & reviewing work) versus administrative (hiring & firing)

% effort	
30%	Policy development: attend internal meetings related to campus policies with environmental impact, represent UVM at relevant external meetings, research specific questions with environmental policy impacts, develop reports on UVM's environmental performance
30%	Educational efforts: present reports to relevant audiences internally and externally; work with internal constituencies on projects to raise environmental awareness; oversee student interns on Council projects; connect faculty, students, staff, and relevant outside entities to collaborate on campus environmental projects
20%	Office management and oversight: budget management; maintain an updated greening project list for campus use; oversee development and distribution of Council project reports
20%	Collaborative projects: provide administrative support for council-approved and university demonstration projects; provide public education materials for demonstration projects

MARGINAL FUNCTIONS:

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MINIMUM QUALIFICATIONS: Describe the minimum job requirements: formal education/training (diploma, degrees, certificates, licenses) and necessary knowledge, skills, abilities and experience including type and number of years:

Master's degree in environmental studies or sciences
 Minimum of two years experience in project or program management, preferably in the higher education setting
 Practical experience at developing an environmental outreach program
 Excellent written and oral communications skills
 Strong computer skills, including Internet research, document writing and lay out, and web site management
 Familiarity with the campus community and relevant Vermont organizations
 Familiarity with the field of campus greening

Environmental Coordinator Job Description

As of August 19, 2003

<p>ENVIRONMENTAL COUNCIL COORDINATOR: 50%</p>	<p>20% Office Management & Oversight: Maintaining the Environmental Council office and oversight of grad assistant and any other staff</p>	<ul style="list-style-type: none"> ▪ budgets ▪ attending EC meetings and assisting EC Specialist with agenda development ▪ meetings with co-chairs ▪ hiring and supervising temps for all projects ▪ office organization ▪ computer file maintenance
	<p>30% Educational Efforts: Activities on behalf of the Council as opposed to the administration: the audience can be the campus community and/or larger community about actions people can take to minimize their environmental impacts</p>	<ul style="list-style-type: none"> ▪ conference organization and participation ▪ brochures development ▪ website oversight and maintenance ▪ conference papers about UVM greening activities ▪ oversight of Environmental Fair
<p>UVM SUSTAINABILITY PLANNING: 50%</p>	<p>30% Policy Development Working with the administration on environmental priorities they establish; helping to develop and implement environmental policies that reflect those policies</p>	<ul style="list-style-type: none"> ▪ work on environmental indicators and performance measurement activities and reports ▪ help energy manager with energy education ▪ meet with upper level administration and represent UVM in conversations with local non profits, government agencies as appropriate, primarily about energy issues, green building and other environmental ideas with policy impacts ▪ inform campus planning and policy processes with data, best practices information, professional judgments ▪ represent UVM at conferences related to campus environmental practices and in publications
	<p>20% Collaborative Projects “Consulting” (gratis) Support of demonstration and research projects not directly related to campus policy (i.e. we don't expect the whole campus to do these activities now), but with significant educational or organizing promise from the Council point of view. Projects connect with academics and enhance UVM's environmental reputation in the eyes of students and general public</p>	<ul style="list-style-type: none"> ▪ wind, solar, alternate fuel vehicles, green housing etc. (speculative, activities not already part of normal business) ▪ meetings to brainstorm ▪ work with interns and faculty/staff on special projects

Environmental Council Organizational Chart

