

**CORNELL UNIVERSITY**  
**STAFF POSITION DESCRIPTION**

Date: 9/6/2005

The university job title classification will be determined in accordance with the [Position Classification Process](#).  
*Please refer to the [Guidelines for Preparing the Staff Position Description](#) prior to completing this document.*

|  |   |
|--|---|
| Current Incumbent, if any: <u>Dean Koyanagi</u>  | Position #: <u>00141669</u>   |
| University Job Title: <u>Administrator IV</u>  | Pay Band: <u>G</u>  |
| Working Title (if different): <u>Sustainability Coordinator</u>  | Exempt: <input checked="" type="checkbox"/> Nonexempt: <input type="checkbox"/> |
| Department Name: <u>Executive Vice President for Finance and Administration</u>                                  | Dept Code: <u>SVP-ADM</u>   |
| Immediate Supervisor's Name and University Job Title: <u>Stephen Golding, EVP for Finance and Administration</u> |   |

**POSITION SUMMARY and PREFERRED QUALIFICATIONS are combined for any associated posting.**

**POSITION SUMMARY:** Explain the purpose for the position and summarize the responsibilities.

Responsible for developing and leading a coherent, campus-wide sustainability program by coordinating academic, research, operations, and student sustainability activities. Assess their cost effectiveness, technical feasibility, and means of achieving acceptance. Work with the appropriate university departments to implement such projects.

Deliverables for the 2005-2006 academic year will include such activities as:

- Publish a comprehensive Campus Sustainability Report
- Host a campus sustainability summit each semester
- Publish through the campus web site all elements of research, teaching, and operations at Cornell that are working towards a more sustainable world
- Written plan for future staffing and management of a campus wide sustainability effort

**REQUIRED QUALIFICATIONS:** Specify required minimum equivalency for education, experience, skills, information systems knowledge, etc.

Bachelor's degree; three years experience with successful management of sustainability programs; or equivalent combination of education and experience. Experience coordinating, organizing, and implementing programs and events. Experience in resource conservation and sustainability practices. Experience in training, educational outreach, and organizational change. Thorough understanding and experience with multiple sustainability topics. Ability to present to and negotiate with a diverse range of audiences. Planning skills and the ability to be strategic.

**PREFERRED QUALIFICATIONS:** Specify preferred specialized education, field and/or certifications.

Master's degree in public administration, environmental science, or related field preferred. Four to ten years related experience and/or training preferred.

## Staff Skills for Success

*(The following skills are essential for individual and organizational success)*

### SKILLS

### EXAMPLES OF DEMONSTRATED BEHAVIOR

#### Inclusiveness

- Shows respect for differences in backgrounds, lifestyles, viewpoints, and needs in reference to areas such as ethnicity, race, gender, creed, and sexual orientation
- Promotes cooperation and a welcoming environment for all
- Works to understand the perspectives brought by all individuals
- Pursues knowledge of diversity and inclusiveness

#### Adaptability

- Is flexible, open and receptive to new ideas and approaches
- Adapts to changing priorities, situations and demands
- Handles multiple tasks and priorities
- Modifies one's preferred way of doing things

#### Self Development

- Enhances personal knowledge, skills, and abilities
- Anticipates and adapts to technological advances as needed
- Seeks opportunities for continuous learning
- Seeks and acts upon performance feedback

#### Communication

- Demonstrates the ability to express thoughts clearly, both orally and in writing
- Demonstrates effective listening skills
- Shares knowledge and information
- Asks questions and offers input for positive results

#### Teamwork

- Builds working relationships to solve problems and achieve common goals
- Demonstrates sensitivity to the needs of others
- Offers assistance, support, and feedback to others
- Works effectively and cooperatively with others

#### Service-Minded

- Is approachable/accessible to others
- Reaches out to be helpful in a timely and responsive manner
- Strives to satisfy one's external and/or internal customers
- Is diplomatic, courteous, and welcoming

#### Stewardship

- Demonstrates accountability in all work responsibilities
- Exercises sound and ethical judgment when acting on behalf of the university
- Exercises appropriate confidentiality in all aspects of work
- Shows commitment to work and to consequences of own actions

#### Motivation

- Shows initiative, anticipates needs and takes actions
- Demonstrates innovation, creativity and informed risk-taking
- Engages in problem-solving; suggests ways to improve performance and be more efficient
- Strives to achieve individual, unit, and university goals

**RESPONSIBILITIES/ESSENTIAL FUNCTIONS:** List the position's assigned responsibilities and estimate percentage of annual time spent on each responsibility. Include only the essential functions that are fundamental and necessary to the position.

|   | Approximate % of time, Annualized |
|---|-----------------------------------|
| <p><i>Development and Strategic Planning</i></p> <p>Develop ideas and strategy to promote sustainability efforts and create detailed implementation plans. Work with appropriate departments, committees, and individuals to implement sustainability projects. Create a sustainability agenda in concert with the appropriate senior university leadership.</p> <p>Identify desirable sustainability initiatives and assess their cost effectiveness, technical feasibility, and acceptance by the Cornell community. Generate program ideas, provide resources, and initiate campus-wide sustainability. Participate in building involvement and support for sustainability projects. Focus efforts on the goals and objectives of the campus sustainability initiatives. Identify and pursues grant funding, rebate programs, or other savings programs while practicable.</p>   |                                   |
| <p><i>Outreach and Education for the Cornell Community</i></p> <p>Promote and coordinate the ongoing and emerging sustainable practice activities. Helps students and other members of the community understand the issues regarding sustainability and to adopt behaviors that will promote a sustainable society. Provide a link for administration and staff to student groups such as Engineers for a Sustainable World, Sustainable Enterprise Association, Institute of Biological Engineering, and the Society for Natural Resources Conservation, as well as others with interests related to sustainability.</p> <p>Increase awareness of Cornell's sustainability initiatives. Help introduce incoming freshman to existing courses teaching sustainability related subjects. Provide Cornell News Service with informed and timely information on sustainability related activities and issues. Work with Green Building Oversight Committee to create educational material for staff and senior decision makers on why all future buildings should meet at least a minimum green building standard. Provide a list of books with sustainability themes for consideration by administration as new student reading project. Participate as requested in the newly formed Cornell Neighborhood Council.</p> <p>Collect information on Cornell's sustainability efforts for distribution at the Solar Decathlon Competition (October 8-10). Present current campus sustainability initiatives to the Cornell Council's Sustainability Development &amp; Environmental Stewardship sub-committee at the annual meeting (October 20-22).</p> |                                   |

*Outreach and Education for the Cornell Community(cont'd)*

Reports to the President's Executive Committee on the state of sustainability at the university and on key initiatives that could advance sustainability. Work with Campus Life's "Green Team" to identify additional ways to make dorms and residences more sustainable and heighten student awareness. Work with faculty, staff, and students to create a plan for future staffing needs and goals for a comprehensive sustainability program.

Host on-campus networking/research-sharing events for individuals interested in specific aspects of sustainability – biomass, solar, and food/nutrition. For example, bringing together students, faculty, researchers, and campus administrators with shared interests (ex. Biomass would include people from engineering, ag, TCAT, utilities; food/nutrition would include DNS, PAM, Crop & Soil Science, Dining, Dilmun Hill). These should be done in concert with the Provost's Task Force on Sustainability and school-based programs planned for the Fall.

Convene a working group of Plantations, Landscape Architecture, and Grounds to identify high-input/low use lawn areas that might be converted from lawn (high-demand water, mowing, etc.) to low-maintenance, drought-resistant native plants. Quantify savings (maintenance time, water, pesticide, fuel, etc.) for annual report.

*Public Relations*

Highlight efforts that exemplify the University's outreach efforts in relation to enhancing sustainability across New York State and as a leader in higher education nationally. Work with the University's Communication Office to identify Cornell Programs working on national recognition and the drafting of the annual "Green" Report.

*Reporting*

Analyze and report on the effectiveness and results of sustainability projects. Coordinate efforts to create a series of benchmarks for an annual sustainability report. Support, compile, and report the activities of all lower-level sustainability officers. Continue to collect information for campus sustainability web site. Solicit, document, and help publicize on-campus and local research on sustainable development topics (living case studies). Develop a database linking funding opportunities, faculty research interests, student activism, and local efforts.

**TOTAL**

**100%**

**ADDITIONAL COMMENTS: USE EXTRA PAGES IF NECESSARY.**

## FACTOR EVALUATION

### I. Education

**Describe the minimum level of knowledge/education or equivalency required to perform competently in the position. Specify the field of study or area of training/certification. Include any formal training, certification and/or degrees required:**

Description and specific examples:

Bachelor's degree required. Master's degree in public administration, environmental science, or related field preferred. Four to ten years related experience and/or training preferred.

### II. Experience

**Describe the minimum amount of job-related experience (including on-the-job training), areas of experience and specific skills and abilities needed in addition to the above-noted level of knowledge/educational equivalency to perform competently in the position:**

Description and specific examples:

Three years experience with successful management of sustainability programs required. Four to ten years related experience and/or training preferred. Experience coordinating, organizing, and implementing programs and events. Experience in resource conservation and sustainability practices. Experience in training, educational outreach, and organizational change.

### III. Supervision Received

**Describe the extent of supervision, instruction, or direction the position receives in performing the job responsibilities:**

Description and specific examples:

Little guidance; considerable latitude for exercising judgment and self-direction.

### IV. Supervision Given

**Describe the position's responsibility for supervising, directing, or instructing others, including student and temporary employees:**

Description and specific examples:

The Sustainability Coordinator would not have authority over any existing University departments; but would serve as a resource for all departments on environmental initiatives. Create and supervise a group of student sustainability interns comprised of representatives from different colleges and departments. Encourage Cornell's capital campaign and other fundraising efforts to highlight sustainability research and projects.

### V. Complexity and Scope

**Describe in detail the frequency, complexity and scope of the position's requirement for the application of reasoning, analytical thought, creativity, and innovation:**

Description and specific examples:

Often develops practice, assists/influences decisions, recommends policy changes to resolve difficult cases and address emerging organizational change.

## **VI. Accountability**

**Describe the position's decision making responsibility and accountability through scope of impact on operations and/or resources of a section, department, college, unit or University:**

Description and specific examples:

Significant impact; beyond university. Decisions effect several departments and have significant impact on students, employees, and community.

## **VII. Contacts**

**Describe the type and extent of contacts with individuals, including other University employees, individuals outside the University, and students:**

Description and specific examples:

High level interaction within the university; considerable diversity, highly sensitive and/or confidential. Frequent interaction with students; provide advice on complex issues or provide instruction on more complex equipment. Conduct complex business with individuals and organizations outside the University; provide/receive/analyze/develop guidance and advice.

## **VIII. Information Management**

**Describe the role of the position in managing information and communication utilizing computers and other technologies. Include the complexity, degree of programming and other skills required.**

Description and specific examples:

Uses a variety of basic and advanced business/technical programs/applications to perform responsibilities involving data management and analysis.

## **IX. Work environment**

**Describe the type and extent of physical effort, mental and visual concentration, and exposure to potential hazards in which the position regularly operates:**

Description and specific examples:

Typically lifts less than 10 lbs. Normal concentration.

## **GENERAL COMMENTS**

Ideas to be fleshed out further:

- Know where your food comes from...
- Waste Management Institute displays in community areas...
- Energy monitoring displays in each building...
- Monthly Cornell Chronicle column...
- Publish student researched case studies of sustainability efforts...