



# Dartmouth College

**Title:** Sustainability Coordinator  
**Department:** Provost's Office  
**Reports to:** Executive Officer, Provost's Office

**Position #:** 1000779  
**FLSA:** Exempt  
**Level:** PDL A  
**Date:** August 2004

## Position Purpose

To advance Dartmouth's efforts to become a sustainability leader in higher education by working with senior officers, other administrators, faculty, and students to provide the knowledge, skills, and motivation that will integrate sustainability values and practices into the College's strategic planning processes; the management of its resources and operations; facilities planning and design; its research activities; the curriculum; and the extra-curricular life of the College. The Director will develop a strategy to embed principles of sustainable prosperity in all of the College's roles—as a place of learning and research, a business enterprise, and a member of the local community.

## Key Accountabilities

### *Project Planning/Implementation*

- Develops ideas to promote Dartmouth's sustainability efforts by utilizing the Resource Working Group (RWG), in-house expertise, peer institution practices, sustainability literature and conferences.
- Provides decision-makers with information about sustainability issues and initiatives that will promote sustainability at Dartmouth.
- Identifies desirable sustainability initiatives and assess their cost effectiveness, technical feasibility and acceptance by the Dartmouth community.
- Creates detailed implementation plans for sustainability initiatives to present to the College administration and works with departments to implement approved project plans.
- Works with appropriate departments, committees, and individuals to implement sustainability projects.
- Helps Dartmouth conduct its affairs as a responsible institutional citizen of the world by establishing its impact on the biosphere at a sustainable level.

### *Project Administration*

- Helps create a sustainability agenda for Dartmouth and creating and maintaining a set of sustainability indicators for areas such as energy and materials usage, waste generation, etc. to document achievement of its agenda
- Reports annually to the President's Executive Committee on the state of sustainability at the College and on key initiatives that could advance sustainability.
- Helps students and other members of the community understand the issues regarding sustainability and to adopt behaviors that will promote a sustainable society.
- Interacts with departments with existing environmental initiatives to enhance those efforts and to share ideas regarding successful initiatives across campus.

- Participates in building involvement and support for sustainability projects among students, faculty and staff and works with the Outdoor Programs Office to coordinate student environmental groups.
- Helps Dartmouth provide sustainability leadership within the local community and in U.S. higher education.
- Working with the Public Affairs office, increases awareness of Dartmouth’s sustainability initiatives through various media. Develops and maintains a Dartmouth sustainability web page.
- Analyzes and reports the effectiveness and results of sustainability projects.
- Identifies and pursues grant funding, rebate programs, or other savings programs.

*Performs other duties as assigned.*

### **Position Requirements**

<ul style="list-style-type: none"> <li>• <b>Skills &amp; Knowledge</b></li> <li>• Knowledge of sustainability issues and best practices</li> <li>• Commitment to institutional and societal sustainability</li> <li>• Strong interpersonal, political, and communication skills</li> <li>• Analytical and planning skills necessary; technical skills a plus</li> <li>• Ability to work both as a team leader and member, and independently</li> <li>• Knowledge of higher education administration and issues a plus</li> <li>• Commitment to diversity; ability to work effectively with all constituencies in a diverse institution.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Experience</b></li> <li>• Three years’ experience with successful management of sustainability programs.</li> <li>• Experience in strategic planning, project management, team management, partnership building, and idea marketing.</li> <li>• Higher education experience preferred.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education</b></li> <li>• Bachelor's degree or the equivalent combination of education and experience.</li> <li>• Master’s degree preferred.</li> </ul>
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