

Act as spokesperson, coordinator and set an example for sustainability on campus. Communicate with Campus and Community on all Facilities Sustainability Programs. Work with student, faculty and staff groups on issues of sustainability. Act as a resource for above groups.

Develop and maintain web- based materials relating to both sustainability and facilities.

Develop and maintain printed materials, displays, signage, etc to inform the community of sustainability related issues.

Plan and coordinate sustainability related events such as Earth Day, Street Fair, and other events

Keep current with sustainable laws, regulations, products, programs etc. and ensure that information is distributed appropriately. Keep the administration advised of changes in laws/regulations that may affect College policies, require the implementation of new policies, or affect operating budgets. Keep current with LEED, USGB and other initiatives.

Essential Job Functions

Research and identify sustainable grant sources, reviews grants with AVP, and apply and follow up on grants.

Works with grant sources, outside groups, regulatory agencies, etc, as assigned by the AVP.

Administer budgets as required.

Work with the Environmental Health and Safety staff to develop, implement, and manage a campus wide Environmental Management System (EMS).

Work with Facilities staff, students, and the Environmental Health & Safety Manager to develop and expand programs to promote recycling and waste reduction on campus and to insure compliance with applicable regulations.

Comply with all college policies; if supervising outside contractors, temporary or other employees or students must enforce all applicable college and regulatory policies.

Marginal Job Functions

Other duties as assigned.

Minimum Qualifications

B.S. Degree required in Environmental Science or related field and 5 years experience in the environmental field. Working knowledge of programs, strategies and technologies to reduce Seattle University's impact on the environment; provide management of environmental programs and system; help implement ISO 14000; good communication skills including technical writing; excellent organizational skills and the ability to manage multiple tasks and prioritize work; proficiency with presentation skills and database software; ability to work on web materials; self directed with the ability to motivate others in various parts of the organization toward improving program performance; demonstrated strong leadership skills. Valid Washington State Driver's License

Preferred Qualifications

Masters Degree preferred.

Salary

Salary starts at \$35,500 based on skills and qualifications.

Excellent Benefits Package

Our excellent benefits package currently includes: Medical, dental, vision, life, and disability insurance, 100% paid for employee after 1st full month, subsidized for dependents (Benefits-eligible positions that are less than full-time will receive pro-rated benefits); Generous retirement plan: 10% of salary contributed by University (after 1 year); vacation, sick leave, 11 holidays plus Christmas week off; Bus pass 75% paid; Automatic payroll deposit; Library privileges for employees; University fitness facilities free for employees and immediate family; S.U. tuition for employees and dependents administered in accordance with University policies.

Application Instructions

Please apply online at: <https://jobs.seattleu.edu> Applicants are also strongly encouraged to attach an electronic cover letter and resume when applying.

Documents Accepted

Persons who need assistance with the recruitment process may contact the Office of Human Resources at: 206-296-5870.

Resume
Cover Letter

Seattle University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual or political orientation, or status as a Vietnam-era or special disabled veteran in the administration of any of its education policies, admission policies, scholarship and loan programs, athletics, and other school-administered policies and programs, or in its employment related policies and practices.

Non-Discrimination Policy

All University policies, practices and procedures are administered in a manner consistent with Seattle University's Catholic and Jesuit identity and character.

Inquiries relating to these policies may be referred to the University's Associate Vice President of Human Resources and Equal Opportunity Officer.

Consistent with the requirements of Title IX of the Education Amendments of 1972 and its implementing regulations, Seattle University has designated three individuals responsible for coordinating the University's Title IX compliance. Students or employees with concerns or complaints about discrimination on the basis of sex in employment or an education program or activity may contact any one of the Title IX coordinators.