

## **Sustainability Coordinator, Santa Clara University**

### **Purpose:**

The Sustainability Coordinator will develop, coordinate, and administer programs and provide advice on policies within the area of sustainability at Santa Clara University with the ultimate goal of fully implementing SCU's Sustainability Policy, achieving SCU's commitment to reduce carbon emissions, and developing a culture of sustainability at the University.

### **I. Essential Duties and Responsibilities**

1. Develop, plan, coordinate and implement programs, initiatives, and resources related to sustainability at SCU
2. Provide a "clearing-house" for sustainability data, knowledge, & "know-how" on campus and at peer institutions
3. Represent University sustainability programs to the University community and the public
4. Supervise student interns
5. Administer budget as required

### **II. Specific Responsibilities**

1. Develop, plan, coordinate and implement programs, initiatives, and resources related to sustainability at SCU
  - A. In conjunction with University Operations, spearhead campus efforts to meet the President's commitment to reduce carbon emissions
  - B. Coordinate with and provide support as needed for SCU's Sustainability Task Force
  - C. Implement programs related to promoting a culture of sustainability at SCU
  - D. Coordinate Campus Sustainability Day and support the GREEN Club's events for Earth Day
  - E. Develop and implement education programs centered on the Commons at Kennedy Mall
  - F. Build involvement and support for sustainability projects among students, faculty, staff, and University administration
  - G. Work with Facilities and Operations to support, enhance, and promote sustainability initiatives on campus
  - H. Work with the CyPhi residential learning community to develop and disseminate sustainability resources and programs related to student life
  - I. Support and enhance research of students in SLURP (Sustainable Living Undergraduate Research Project)
  - J. Develop and implement sustainability workshops—help academic and administrative units develop and disseminate guidelines for implementation of SCU's Sustainability Policy
  - K. Encourage development and implementation of faculty and staff sustainability initiatives such as green event planning and green practices in the workplace
  - L. Support the Markkula Center's Environmental Ethics Fellowship program
2. Provide a "clearing-house" for sustainability data, knowledge, & "know-how" on campus and at peer institutions
  - A. Establish and maintain an effective communication strategy, including a website and regular newsletter, for promoting campus sustainability efforts internally and externally at SCU

- B. Oversee research and publication of campus sustainability assessments
- C. Research and maintain working knowledge of sustainability best practices: for students, faculty, staff, and alumni, as well as at peer institutions
- D. Serve as a resource for students doing academic projects related to sustainability
- 3. Represent SCU's sustainability programs to the University and to the public
  - A. Act as a spokesperson and set an example for sustainability on campus
  - B. Interface and maintain working relationships with external organizations
  - C. Serve as a member of the Sustainability Taskforce
  - D. Attend and/or speak at local and/or regional professional meetings as appropriate
- 4. Supervise student interns
  - A. Recruit, interview, hire, and manage student interns performing research or work on sustainability projects
- 5. Administer budget as required
  - A. Prepare budgets and monitor, verify, and reconcile expenditure of budgeted funds as appropriate

### **III. Qualifications**

- A. Work requires analytical, communications and organizational skills generally acquired through completion of a Bachelor's degree program
- B. Familiarity with the concept and practice of environmental sustainability
- C. Familiarity with working in an academic environment
- D. Experience in developing educational materials
- E. Expertise with word processing, spreadsheets, and presentation software. Preferred: website management skills
- F. Strong organizational skills with ability to handle multiple tasks, work independently and be detail-oriented
- G. Strong communication skills including writing and public speaking