

POSITION DESCRIPTION
ENVIRONMENTAL COORDINATOR, AMERICAN UNIVERSITY

A. General Information

Title: Environmental Coordinator

Department: Physical Plant Operations

B. Position Summary:

This position will provide the leadership, administrative support and coordination appropriate to develop, maintain and enhance environmental stewardship within the campus community and among its constituencies. This position requires advanced use of database, spreadsheet and presentation software and the facilitation of presentations.

C. Organizational Characteristics:

This position reports directly to the Director of Physical Plant Operations.

D. Principal Accountabilities:

1. (50% of Time) Leads and participates in a range of functions to include:
 - Administrative support for the university's Environmental Issues Committee
 - Assistance in public relations regarding AU's environmental initiatives
 - Performance of audits and inspections
 - Assistance in developing and maintaining contacts within the AU community for the purpose of exchanging information regarding environmental issues
 - Coordination of meeting dates, times, locations and minutes to discuss AU's environmental initiatives with faculty, staff, and students.
 2. (30% of Time) Develops, coordinates, oversees and/or implements environmental initiatives and partnerships within the University community and as appropriate, with governmental and private entities, assists faculty and staff with research and the development of new initiatives and courses to deal with sustainability and environmental issues.
 3. (20% of Time) Assist with data collection, filing, and general administrative work.
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E. Dimensions:

This position may oversee work study/student workers but does not supervise or handle expenses or budget. There is research activity involved that will relate to campus greening, sustainable practices and other issues as they relate to the Environmental Issues Committee activity.

F. Minimum Qualifications:

Minimum Requirements:

Education and Experience

- Bachelors degree or significant progress towards as degree in this or a related area or significant related training and work experience
- Experience related to the practical application of policy, scientific and engineering practices and principles pertaining to environmental sustainability.

Special Skills and Abilities

- Leadership skills and the ability to encourage, facilitate and develop consensus among a diverse constituency
- Effective human relations and facilitation skills
- Effective oral and written communication skills
- The ability to effectively plan and coordinate multi-task requirements and meet self and imposed objectives and deadlines
- Ability to work effectively in a service oriented environment subject to changing priorities
- Proficient in the use of personal computers and in a Windows environment. Ability to learn and grasp new software applications as necessary to proficiently manage the area of responsibility
- Environmental background or interests

G. Additional Information About the Position:

This position will have to operate with minimal supervision on some assignments and specific direction on others