

Position Title: Sustainability Coordinator

Classification: MPP Administrator 1

Location: Bidwell Environmental Institute

Reports to: Jennifer Rotnem, Director of Environmental Programs

General Purpose: (Summarize overall purpose of job)

California State University, Chico envisions itself as a campus model of environmental stewardship, sustainability, and leadership in the 21st Century. The Bidwell Environmental Institute (BEI) facilitates the collective efforts of achieving this vision, supporting Chico State's environmental commitments and values, and thereby helping the campus play its part in providing for a sustainable future. The Sustainability Coordinator position reports to BEI's Director of Environmental Programs, and works as part of BEI's strong team to achieve the goal of campus-wide sustainability.

POSITION: The fundamental responsibility of the position is to be a liaison between BEI, Facilities Management, and student groups to implement sustainable action on campus. In spring 2005, Chico State underwent an assessment of campus sustainability practices. The assessment highlighted six areas for sustainable actions that will have the largest environmental and financial impacts. The six areas are energy, water, transportation and planning, materials and waste, purchasing, learning and governance. The Coordinator will use the ideas in the assessment for guidance to initialize sustainable change at Chico State. The Coordinator's primary responsibilities include:

- Working with Facilities Management to minimize energy consumption on campus, and educate students and the public about energy issues.
- Working with Facilities Management to individualize the campus building metering system for water use; help establish an energy saving water infrastructure for campus grounds; work with Facilities to incorporate water efficient toilets, urinals, and showers on campus; display information about water usage in campus dormitory restrooms.
- Promote smart transportation and planning, such as more bike parking and access on campus; work with the transportation department to construct a bike path on campus; conceptualize incentives for not driving to Chico State; work with students to start a biodiesel pump station on campus and convert current fleet to biodiesel.
- Work with campus units to improve the handling of materials and waste, for example working on the campus digester; working with food management to compost all university food waste at campus compost site; working with grounds crew to compost all university yard waste at campus compost site; working with recycling office to expand recycling to university event and expand what items can be recycled on campus
- Work with campus purchasing to increase awareness about purchasing, for example, purchasing university goods locally; purchasing paper and cardboard products that are 100% post-consumer recycled; buying and installing paper printers that will allow both side printing; designing a program to centralize all purchasing on campus

- Work with BEI team to organize a campus sustainability committee for learning and governance; talk to professors about the benefits of using the assessment as course material; design a sustainability service learning program with faculty for student course credit; working with university personnel (including faculty, staff and students) to realize the ideas these groups may have to make Chico State more sustainable; work with faculty in order to incorporate sustainability into faculty curriculum; promote classroom sustainability research projects (for example through the university Reserve system).
- Promote sustainability on campus by bringing speakers to campus; acting as a Chico State representative at local and national conferences; designing sustainable campus tours and workshops; create incentive awards and sustainability awards to noteworthy players on campus; assist in creating a webpage to post information about the campus' progress towards sustainability; organize kiosks on campus illustrating progress; organize a monthly newsletter for the campus and local community.

QUALIFICATIONS:

Required Education, Experience, Knowledge, Skill, and Abilities:

- Bachelor's degree from an accredited college or university in a related field of study with a preference for Master's degree.
- A minimum of three years experience working with sustainability or the environmental field, preferably at an educational institution.
- Demonstrated understanding of, and experience with, methods, practices, and procedures associated with campus sustainability.
- Proven ability to work both autonomously and as a member of a team to help develop a sustainability program at Chico State.
- Candidate must demonstrate ability to work in a cooperative and professional manner and communicate effectively with a diverse population of faculty, staff, and students.
- Must be proficient in the operation of a PC utilizing Word, Excel and Windows

1/25/2006