



#### Facilities and Planning

617 SW Montgomery  
P.O. Box 751  
Portland, Oregon 97207-0751

PHONE: 503-725-3738

FAX: 503-725-4329

WEB: [www.fap.pdx.edu](http://www.fap.pdx.edu)

## **Sustainability Coordinator Position Description and Announcement October 2004**

The Sustainability Coordinator provides leadership for sustainable practice efforts on campus in conjunction with the Coordinator of Academic Sustainability Programs, faculty, staff and students. He/she focuses efforts on the goals and objectives of the campus sustainability initiative and promotes and coordinates the many sustainable practice activities ongoing and emerging on campus. Portland State University is an urban campus of over 24,000 students located in the heart of downtown Portland, Oregon.

The Sustainability Coordinator reports to the Associate Director of Facilities & Planning and works with all sectors of the University. He/she acts as a liaison to the Provost's office, the Vice Presidents' offices, faculty, staff, students and the Coordinator of Academic Sustainability Programs. The Sustainability Coordinator is the chief contact with the external community about issues and advances in sustainable practices at PSU, providing the connection between campus and regional efforts.

Responsibilities and job tasks include:

- Coordinate information sharing and research needs among campus departments and identify and help acquire financial incentives and tools for implementing projects.
- Provide training and guidance to the University community and serve as a central information source about campus sustainability issues.
- Establish a mechanism for tracking campus energy and water use, waste recycling, toxics and other metrics; reporting regularly to the administration, student government and the campus community.
- Assist departments with the development of sustainability plans and specific resource conservation strategies as appropriate.
- Evaluate purchasing practices of the University and encouraging the purchase of sustainable products and services.
- Continue to develop and encourage waste reduction and recycling programs on campus.
- Manage the "PSU Recycles!" campus recycling program, directly supervising classified staff and student employees.
- Manage and maximize PSU's innovative Resource Management contract for garbage and recycling hauling services.
- Oversee and develop programs to educate students, faculty and staff about sustainability efforts and the benefits of sustainable practices.

- Explore and help implement water and energy conservation programs to reduce the University's natural resource consumption.
- Promote renewable and distributed energy projects, such as photovoltaic and hydrogen fuel cells.
- Document and report on all related University efforts and plans for long term development.
- Develop public outreach campaign, give public tours and present at conferences.
- Provide oversight, direction and support for continued development of campus sustainability web site.
- Manage graduate students working in Facilities & Planning on sustainability related projects.
- Promote sustainable building practices in all areas of building design, construction and remodeling.

The position requires a bachelor's degree, although a master's degree in public administration, environmental science, or a related field is preferable. The applicant must possess strong communication and interpersonal skills and have prior experience in coordinating, organizing and implementing programs and events. Candidates must have training and/or experience in resource conservation and sustainability practices. Strong preference for applicants with experience in training, educational outreach, and organizational change. Preference is given to applicants with work experience managing personnel and environmental resources in a public or private setting. Familiarity with higher education organizational and operational structure a plus.

Salary is competitive, with an excellent benefits package, including reduced college tuition at Oregon University Systems institutions for employee or dependent. Send 1) a letter of interest, 2) a resume with the names, addresses and phone numbers of three references that can speak to the candidate's ability to meet the requirements stated above, and 3) salary requirements to the email or address below. The letter, resume and references should be limited to no more than four pages.

Email (preferred): [employment-fap@lists.pdx.edu](mailto:employment-fap@lists.pdx.edu)

Mailing address: Chair, Sustainability Coordinator Search Committee  
Portland State University, Facilities & Planning  
PO Box 751-FAP  
Portland, OR 97207-0751

Application review process will continue until finalists are identified. PSU is an AA/EO institution and, in keeping with the President's diversity initiative, welcomes applications from diverse candidates and candidates who support diversity.