

Class Code:.....0162  
Position #:(PSA).108903  
Developed by:.....JS/RAW  
Reviewed by:.....SG/LK  
Approved by:.....SG/LK  
Date:.....10/09;11/10

UNIVERSITY OF RHODE ISLAND

Position Description

**TITLE:** Campus Sustainability Officer  
**DIVISION:** Administration & Finance  
**REPORTS TO:** Director of Capital Planning and Design  
**GRADE:** 13  
**SUPERVISES:** Support staff, interns, and student workers

**BASIC FUNCTION:**

Organize and oversee the implementation and management of a comprehensive university program to promote a culture of sustainability and stewardship of resources with regard to but not limited to: utilities, energy and waste management, consumption, recycling, and facilities planning and construction; work directly with the university community to assist in the implementation of sustainable practices in both curricular and co-curricular activities within the URI campuses and community. Serve as a campus spokesperson on sustainability issues with internal and external constituencies. Work with the President's Council on Sustainability to develop a campus sustainability strategic plan.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Administrative

Interface with capital planning and buildings and grounds personnel to ensure best practices with respect to renewable energy, "green" building technologies, energy conservation, landscape management, and solid waste management practices. This includes working on design guidelines for "green" buildings and sustainable campus development. Facilitate the integration of these guidelines in the project planning process, and communicating progress to the campus and external community.

Serve as coordinator of the President's Council on Sustainability to meet the objectives of the American College & University Presidents for Climate Commitment (ACUPCC), including the preparation and timely submission of required reports (Greenhouse Gas Reports, Climate Action Plans and Progress Reports) to ACUPCC.

Develop financial plans for the University's sustainability programs.

Identify grant funding opportunities and prepare and submit proposal applications for external funding; administer any awarded funds.

Supervise student employees and interns.

**Campus Sustainability Officer (PSA - 0162)**

**Page 2 of 3**

Maintain and update content for the Sustainability Office Web site; update content in a timely manner; incorporate calendar and resource listings, online newsletter, and other relevant information and links as needed.

**Education and Campus Outreach**

Promote sustainable practices at the University by working directly with operational units, academic departments, student organizations, senior administrators, and community organizations to coordinate and/or enhance involvement in the University's sustainability initiatives.

Serve as a campus educational resource for sustainability principles, conservation, LEED standards, product and equipment selection, and other sustainability issues. Assist students and faculty with sustainability projects and prepare educational information for URI 101 section(s).

Enhance public image relative to current URI sustainability practices and prepare press releases, newsletters and other informational materials for campus and external audiences.

Make presentations to the campus community to promote stewardship and a commitment to sustainable goals.

Research and maintain working knowledge of best practices at peer institutions with regard to sustainability. Collect and report data and performance metrics on campus sustainability initiatives and progress.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform additional duties as requested.

**LICENSES, TOOLS AND EQUIPMENT**

Personal computers, printers; word processing, Web site management and spreadsheet software.

**ENVIRONMENTAL CONDITIONS**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS**

**Required:** (1) Master's degree; (2) a minimum of three years of work experience related to sustainability; (3) extensive knowledge of sustainability issues and best practices; (4) commitment to institutional and societal sustainability; (5) analytical and planning skills; (6) leadership experience in environmental initiatives, and resource management; (7) ability to work effectively in a culturally-diverse institution; (8) familiarity with LEED certification standards and energy efficiency practices; (9) experience in successful grant writing; (10) excellent verbal and written communication skills; (11) experience in organizing, coordinating and supervising support staff, interns, and/or student workers; (12) proficiency in MS office software, Word, Excel, PowerPoint;

(13) ability to develop basic promotional materials, and (14) Web site management experience.

**Preferred:** (1)Familiarity with the higher education campus culture;(2)LEED certified professional.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**