JOB DESCRIPTION

Assistant Director – Office of Sustainability

Definition of Class
This is a professional position in which the incumbent coordinates various green initiative projects and is responsible for the daily operations of the Office of Sustainability which includes the Green Initiative program. Incumbent exercises independent discretion and judgment and works under the general supervision of the Director of Facilities Planning/University Architect.

Examples of Work Performed
Develops sustainability programs and initiatives to educate and engage the University of Mississippi.

Updates green initiative website content regularly to reflect current Green Initiative program events and information.

Plans and executes communication strategies for Office of Sustainability.

Identifies sources of extramural funding and applies for such funding related to campus sustainability.

Monitors budget and expenses which includes creating reports detailing the progress of sustainability programs.

Develops communication pieces for the university community, such as annual reports and website.

Develops projects, recruits and interviews, monitors progress and evaluates job performance for intern positions.

Stays abreast of current environmental issues and sustainability news, especially as it pertains to other universities.

Plans and directs events which include overseeing the budget, recruit volunteers, and create communication to promote the events.

Assists in establishing goals for the office and provides accountability for those goals.

Researches, drafts, and communicates new policies to the campus community.

Collaborates with departments to integrate sustainable practices across campus.

Promotes the University of Mississippi’s sustainability efforts within and outside the campus community.

Works with department chairs to integrate sustainability into curriculum and academic programs.

Coordinates the annual Green Week program and Green Initiative projects such as Rebel Pedals, Green Grove Campaign, and Ole Miss Recycling, in conjunction with responsible operational units.

Follows through with the actions the University agreed to through the President’s Climate Commitment.

Serves as a liaison with the City of Oxford Committee on Sustainability, outside vendors, local organizations and groups.

Performs routine administrative tasks and similar or related duties, as assigned or required.
**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Manages daily operations of the Office of Sustainability.
2. Oversees student intern programs which include Green Student and the Power Save Campus programs.
3. Plans and directs events to raise awareness of sustainability on campus.
4. Assists in the integration of sustainability throughout campus.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 20 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is periodically required to sit; stand; and walk. The incumbent is occasionally required to talk and hear; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:** Bachelor's Degree from an accredited four-year college or university.

  AND

- **Experience:** Two (2) years of experience related to the above described duties.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 04/30/2015
origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment