**Sustainability Operations Coordinator Standard Job Description**

**Classification Title:** Sustainability Operations Coordinator

**FLSA Exemption Status:** Exempt

**Pay Grade:** 10

**Job Description Summary:**

The Sustainability Operations Coordinator, under general supervision, coordinates practices related to sustainability such as recycling, energy and water use, transportation, food services, construction and built environment, and purchasing. Fosters a culture of sustainability. Coordinates and manages the student intern program.

**Essential Duties and Tasks:**

**40% Program Coordination and Management**

* Coordinates and manages the Student Intern Program to include hiring, development of training programs, and creating a positive working environment.
* Works with departments to maintain, improve, and expand their sustainability initiatives.

**20% Communication and Outreach**

* Provides assistance with the management and guidance of operational activities that create a culture of sustainability through public speaking and outreach events.
* Collaborates on sustainability awareness issues with the local community and other institutions.
* Engages all divisions and departments on campus about responding to the challenges of becoming a sustainable university.

**10% Data Monitoring and Reporting**

* Monitors and assesses the progress of the Sustainability Master Plan and gathers ongoing data for reports.
* Serves as the office coordinator for reporting data for institutional assessment goals.
* Supports the Office of Sustainability in reporting metrics annually.

**10% Student Leadership and Development**

* Recruits, develops, and leads students in managing resources for sustainability initiatives.
* Coordinates and manages student employee programs to enhance the campus culture of sustainability.
* Assists in achieving assigned targets of the Campus Sustainability Master Plan and respective metrics.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree in Environmental Science, Natural Resources, Sociology, or equivalent combination of education and experience.
* Three years of related experience in working in a sustainability related field.

**Required Licenses and Certifications:**

* None.

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer
* Telephone
* Copier

**Physical Requirements:**

* Ability to lift and move heavy objects.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**