



Coordinator, Center for Environmental Studies

Department: Center for Environmental Studies
FLSA Status: Non-Exempt

Grade/Level: N/A

Work Schedule: M-F; 8:30 a.m. to 5:00 p.m.; 10 months; Evenings and weekends as required.

Job Status: 1.0 FTE

Reports To: Director, Center for Environmental Studies

Amount of Travel Required: less than 5%

Positions Supervised: 5 - 8 Sneed Prairie Field Trip Leaders (students); 2 work study students, 2 student leaders of Austin College Thinking Green, and other ACTG student members

POSITION SUMMARY:

Coordinates, develops, plans, communicates, makes recommendations for, and markets: programs, events, and activities related to the Center for Environmental Studies (CES) and Austin College Thinking Green (ACTG). Coordinates the activities of ACTG and the Student Sustainability Fund (SSF) by supervising and advising student leaders and members. Assists with writing and administering program grants, greenhouse gas inventories, sustainability reporting, and all aspects of Sneed Prairie Restoration experiment. Trains, directs, and monitors student volunteers/workers.

ESSENTIAL FUNCTIONS (Duties and Responsibilities):

Reasonable Accommodations Statement

Reasonable Accommodations may be made to enable qualified individuals with physical or mental disabilities that substantially limit one or more "major life activities" to perform the essential functions. Essential functions exclude Other Job Function Statement(s).

Essential Functions Statement(s)

- Develops, recommends, plans, schedules, executes, communicates, serves, leads, trains, and markets appropriate ongoing, seasonal, and ad hoc CES and ACTG event(s) and program(s);
- Participates in approximately weekly meetings of student groups associated with ACTG and SSF, and guides those students as they develop and implement greening efforts. Maintains reference guidance documents that serve as resources for student leaders;
- Coordinate all aspects of the Sneed Prairie Field Trip Program. This includes communicating with teachers and schools, training field trip leaders, managing budgets, attending and supervising all field trips, etc;
- Prepares and submits requisitions for approval to include purchases and or reimbursements of expenditures;
- Updates the CES and ACTG websites and related social media, such as the CES Blog, with assistance from appropriate IT personnel;
- Creates appropriate communications in collaboration with public affairs and or appropriate faculty for CES and ACTG events and activities;
- Assists in writing and administering program grants, including data collection, recordkeeping, report submission, and grant implementation;
- Delegates and/or performs inspections, cleaning, maintenance, and repairs of Sneed Prairie pavilion, equipment, and premises as necessary;

- Assists with January Term Prairie Restoration class, including assisting with prescribed grass fires;
- Assists with campus greenhouse gas inventories, AASHE STARS, Second Nature Carbon Commitment, and EPA Green Power Partnership reports, and contributes to other aspects of implementation of the college's greening efforts;
- Acts as the liaison between ACTG student leadership, their faculty sponsor, and other Austin College organizations or employees;
- Monitors the college's recycling program, identifies problems and opportunities for improvements, and coordinates necessary changes.

Other Job Function Statement(s)

- Assists Chair of Environmental Studies Academic Program with scheduling of Environmental Studies and related courses
- Maintains environmental studies alumni directory & alumni network, and communicates with alumni
- Records minutes of meetings of the CES committee
- Other job-related duties as assigned

POSITION QUALIFICATIONS: (The **minimum** knowledge, skills, abilities, licenses, certifications, and behaviors necessary to perform the essential functions of the job at a fully acceptable level.)

KNOWLEDGE (Defines the mental aspects of the job. Knowledge is obtained through **education, experience, training, licensure, certification, or through a combination of the aforementioned.**)

Minimum: Bachelor's degree from an accredited college or university.

Desired: Bachelor's degree with emphasis in Environmental Sciences, Ecology, or a related field, one to two years related experience

LICENSE or CERTIFICATION (To include, but not limited to: State requirements, e.g., counselor or nurse; professional certification in a specified discipline, e.g., Certified Public Accountant.) (N/A)

SKILLS (The **application of knowledge** by the manual, verbal, or mental manipulation of data, words, people, or things necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, an individual must:

- utilize Microsoft Office (Word, Excel, Access, Outlook, PowerPoint) or appropriate alternative software to the extent required to effectively perform the essential functions;
- perform basic park structure maintenance such as cleaning, painting, and simple repairs.

ABILITIES (*Natural talents, developed proficiencies, and or other job-related requirements.* This section includes **observable behaviors or behaviors that produce observable** results necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, an individual must have the ability to:

- guide undergraduate students in their endeavors to effectively plan and carry out projects or events associated with the CES, ACTG, and the SSF;
- meet deadlines while efficiently and accurately managing all work-related responsibilities;
- pay attention to details and accuracy;
- draft memos, fliers, emails and other communication in a proficient and accurate manner;

- communicate effectively using a variety of styles and techniques appropriate for individuals and/or diverse groups and understand information or ideas communicated by individuals or diverse groups;
- perform manual tasks such as participation in prescribed fires, prairie restoration, and basic building operation and/or maintenance;
- enforce safety protocols personally or by directing others;
- work occasional weekends and/or evenings and/or out of town;
- operate a vehicle, including a 15-passenger van if necessary;
- follow directions and/or guidelines.

BEHAVIORS (Required by the institution of all employees within a classification (exempt, nonexempt, managerial/supervisory) necessary to fully meet job expectations of the essential functions and are formally reviewed during the annual performance evaluation process.)

To fully meet job expectations, the following must be demonstrated:

- Productivity - Complete assignments in a timely fashion.
- Accuracy - Perform work accurately and thoroughly.
- Teamwork – Work well with others.
- Service Orientation - Exhibit a 'customer friendly' demeanor with internal and external constituencies.
- Attendance - Miss few days of work.
- Punctuality - Arrive on time.
- Patience – Ability to accept and tolerate delays, problems, stresses and/or confusion when working with student workers and leaders
- Organization – Plan ahead to ensure that events, projects, and tasks are successfully completed
- Supportive/Constructive – Support the work of students and facilitate growth of their skills

PHYSICAL REQUIREMENTS: The following represent the physical requirements of the essential job functions: Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Standing, walking, sitting, fingering, seeing, hearing, speaking, carrying (up to 40 pounds), lifting (up to 40 pounds), and reaching.

WORK ENVIRONMENT: Typical work environment is a quiet office or otherwise on the Austin College campus. Up to thirty percent of work occurs outdoors or at the Austin College Sneed Prairie Restoration (including prescribed grass fires) and other field sites. Outdoor work may be required in inclement weather.

Disclaimer: The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. ***It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities.*** Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Executive Signature: _____ Date: _____