Georgia State University

Job Specification

Job Title: Sustainability Program Coordinator

BCAT Code: 09MX46  Effective Date: May 21, 2013
Band/Zone: G14  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Assists the Director with projects and systems that will lead in the development of new sustainability initiatives at Georgia State University (GSU). Establishes communication avenues and serves as liaison between the Office of Sustainability and the University community.

Examples of Duties
- Assists in the coordination of developing coherent campus and community wide sustainability programs by coordinating academic and research operations, and student and community sustainability activities.
- Facilitates relationship building with the campus community, such as students, staff, faculty, alumni, community members; bridges and builds trust, partnership, community and action.
- Assists the Director with developing and implementing roadmaps for energy, water, food, and grounds.
- Supports peers in the development of a waste impact area.
- Develops all communication avenues, such as the website, newsletters, blog, etc.
- Gives presentations at Incept every semester.
- Provides input to the University’s sustainability vision and strategy with a primary focus on energy, water, food, grounds, and waste.
- Assists with writing grants proposals associated with new projects in sustainability, and writing reports assessing the success.
- Keeps abreast of ongoing issues, trends, solutions, and best practices for projects in higher learning and the private sector.
- May attend conferences and seminars on sustainability.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of sustainability programs in University settings.
- Knowledge of teaching and presenting information to both academic and non-academic audiences.
- Knowledge of computer operations, software, database spreadsheets, e-mail, and web communication.
- Skilled in working with a diverse population.
- Effective time management, customer service, and organizational skills.
- Effective oral and verbal communication skills with external and internal customers.
- Ability to collect, analyze, and interpret various forms of quantitative and qualitative data.

Minimum GSU Hiring Standards
Bachelor’s degree and three years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.