

## **Wartburg College**

### **Position Description**

#### **Position Title: Environmental Sustainability Administrator**

Preparation Date: January 29, 2020

#### **Function of Position:**

This is a part-time position (.2 FTE) responsible to the Director for the Center of Community Engagement for the overall leadership and guidance for the environmental sustainability program, including supervising students working in the sustainability program.

#### **Principal Duties and Responsibilities:**

1. Provide overall leadership and guidance for the environmental sustainability program.
2. Supervise and direct the students working in the environmental sustainability area. This includes hiring, firing, discipline, motivating, training, guiding, scheduling and approving of time sheets. Students work in a variety of areas, including, but not limited to:
  - Recycling
  - Reused Store
  - Composting
  - Marketing (including keeping the web-site current as well as other social media outlets)
3. Oversee and manage the environmental sustainability department budget and related student wage budgets.
4. In conjunction with ESAC (Environmental Sustainability Advisory Council) Chair, plan meeting agendas for ESAC, assist with leading those meetings and archive minutes from those meetings.
5. In conjunction with the ESAC Chair, generate a draft annual report from ESAC to the President no later than June 30<sup>th</sup> of each year.
6. Determine via input from ESAC, student workers in environmental sustainability and others--if and how the following will continue in the future:
  - Community garden
  - Graduation pledge of social and environmental responsibility
  - Recyclemania
  - Orange Move-In
  - Orange Move-Out

#### **Supervision:**

Employee is responsible for determining own work assignments referring to policies and general objectives for guidance. Employee independently devises new methods to meet conditions and confers with supervisor regarding unusual matters.

#### **Minimum Qualifications:**

Two years of experience in the sustainability area. Prefer Bachelor's degree in sustainability or related field. Passionate about environmental sustainability, interested in providing guidance, leadership and support for the sustainability program and the students working in the program.

#### **Application Procedure:**

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: [hr@wartburg.edu](mailto:hr@wartburg.edu). See [www.wartburg.edu](http://www.wartburg.edu) for further information about the college. Screening begins immediately and continues until position is filled.