
EVERGREEN

The Evergreen State College EMPLOYMENT OPPORTUNITY

Web: www.evergreen.edu/employment

Email: jobline@evergreen.edu

Phone: (360) 867-5361 TTY: (360) 867-6834 Fax: (360) 867-6823

Bulletin 2007-056AT

Opens: November 2, 2007

Review of applications begins November 26, 2007

After the review of applications begins, this position may close without further notice.

DIRECTOR OF SUSTAINABILITY

SPECIAL NOTE

This position is a full time "at will" appointment, exempt from Washington State Civil Service rules and the Fair Labor Standards Act overtime requirements.

POSITION PURPOSE

Evergreen's Director of Sustainability will expand and develop initiatives that firmly establish The Evergreen State College as a model institution in the concept and practice of sustainability. A main objective will be to guide, educate, and work with Evergreen's administration, faculty, staff and students to promote and implement sustainability in the College's operations, programs, mission, and value set. Equally important, the Director is expected to collaborate with all Evergreen constituents (i.e. faculty, staff, and students) especially college deans, directors, and managers to advance sustainability at The Evergreen State College.

BACKGROUND:

In November 2006, sustainability became a core strategic objective in The Evergreen State College Strategic Plan. The Sustainability Task Force provided the background research and compiled a final report that became the sustainability section of the Plan. The Task Force's report was based on the feedback obtained during a community-wide outreach program that included conversations with over 380 faculty, staff, and students. This report is available online at: www.evergreen.edu/committee/sustainability/interimreport.htm. With the Task Force's primary objective complete, but with much work remaining, Evergreen's administration made the Task Force a permanent committee. Evergreen's Director of Sustainability will chair the Task Force to help advance the initial goals highlighted in the Strategic Plan yet must also remain flexible and creative enough to lead, promote, and advance new opportunities for progressing Evergreen's sustainability movement.

COMPENSATION

- Experience and training may be considered in salary placement.
- Salary range is \$3,759 to \$4,138 per month of full-time work.
- A full benefits package which includes: 12 days of sick and 22 days of vacation leave per year; paid holidays; a generous medical, dental, life and disability insurance package for employees and dependents; the TIAA-CREF retirement program; deferred compensation and optional supplemental retirement accounts are available. For more information about Evergreen's excellent employee benefits, view <http://www.evergreen.edu/payroll/employeebenefits.htm>
- After six months of employment, employees are eligible for the Tuition and Fee Waiver and Tuition Discount programs.

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college or university.
- Three years of work experience in sustainability (or related field)
- Professional experience working in a team or collaborative setting.
- Three years experience in supervision of employees

(over)

PREFERRED QUALIFICATIONS

Additional consideration may be given to candidates demonstrating the following qualifications:

- Advanced degree in environmental studies, resource management, public administration or a related field.
- Professional experience within a public higher education setting.
- Experience organizing for social change, including the development and implementation of new programs.
- Formal teaching experience in either a high school or college setting.

ESSENTIAL FUNCTIONS

The ultimate role of Evergreen's Director of Sustainability will be to help the Evergreen community achieve its vision for a sustainable future:

“The Evergreen State College will be a laboratory for sustainability as demonstrated in its operations, curriculum, and quality of life for employees and students. We will nurture values and practical skills that motivate a lifetime commitment to a sustainable, intergenerationally just, way of living on a healthy planet.”

More specifically, the Director's essential functions and responsibilities (listed in general priority order) are:

- Administrative Advisement on the college's sustainability objectives. The Director will keep Evergreen administrators and managers advised on the college's sustainability objectives to insure that those objectives remain in the forefront of administrative decision-making.
- Develop and Publish an Indicators Report. The Director will work collaboratively with Evergreen's administration and the campus community to identify, measure, and record important sustainability indicators in order to track Evergreen's progress towards a sustainable future. This information should be compiled and distributed in an annual report to the Evergreen community and to other appropriate external entities.
- Identify and Promote Best Sustainability Practices. The Director will work to identify and help Evergreen adopt the best sustainable practices utilized at other institutions and recommend policy and organizational changes necessary to advance these initiatives.
- Mentor and Oversee the Work of Graduate Fellows. The Director will provide direct mentoring and supervisory oversight to graduate students who have received sustainability fellowship awards. The Director will maintain direct connection with the appropriate Graduate Program Director to ensure that work of our graduate fellows is consistent with academic program expectations.
- Curricular Support on Sustainability. The Director will help track curricular offerings that include elements of sustainability, help to make connections with campus and community entities for research and internship opportunities, develop an institutional archive tracking past and current projects, and help to coordinate future collaborations.
- Support and Collaborate on Campus Sustainability Planning and Programs. The Director will work proactively with members of the Evergreen community who are dedicated leaders in sustainability to foster increased collaboration and coordination across all sectors of the campus. The Director will facilitate ongoing meetings of the Sustainability Task Force, and facilitate communication with other important entities such as the Clean Energy Committee, faculty members in sustainable studies, dining and residential services, Evergreen's purchasing and facilities departments, student environmental groups, and others. Furthermore, the Director must make recommendations and work collaboratively with committees and individuals who make important decisions regarding Evergreen's built and natural environments including the facilities staff, Evergreen's master planning consultants, the Campus Land Use Committee, and others.
- Promote Evergreen's Sustainability Practices in the Media. The Director must work closely with Executive Director of Marketing, Communications and College Relations and other appropriate college faculty, staff and students to develop content, and promote Evergreen as a leader in sustainability in various college publications, web sites, and other forms of media.
- Enhance Community Outreach Sustainability programming. The Director will work to connect the sustainability efforts of Evergreen's administration, students, faculty, and staff, with the broader Olympia community. The Director will keep abreast of and support sustainability initiatives on campus and in the community, and keep the Evergreen community informed through email, community reports, face-to-face meetings, and so on.
- Foster Regional and National Relationships. An important objective of the Director position will be to develop working relationships with community and sustainability leaders of South Puget Sound. The Director will follow developments in relevant national organizations such as the Association for the Advancement of Sustainability in Higher Education (AASHE), national conferences and events, and help to keep the TESC community informed of national and regional level developments.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated ability to work efficiently and effectively in a highly collaborative, non-hierarchical, interdisciplinary institution.
- Demonstrated ability to foster outstandingly good working relationships across curricular, administrative, facilities, student, and other sectors.
- Demonstrated ability to utilize and translate complex scientific-based information to lay persons as well as effectively motivate community members to action.
- Possess strong interpersonal, communication, and organizational skills.
- Ability to take the initiative in directing the Evergreen community towards a sustainable future.
- Demonstrated commitment to social and environmental justice.
- Demonstrated ability to work effectively and respectfully in a collaborative, culturally diverse work environment; including, the ability to work well with people of different racial, ethnic, and socioeconomic, gender and sexual orientation and varying abilities and educational backgrounds.
- Proven leadership and supervisory skill and ability; a record of exemplary professional integrity.
- Knowledge of management principles involved in strategic planning, resource allocation, leadership and the coordination of people and resources.
- Possess excellent written and public presentation skills.

CONDITIONS OF EMPLOYMENT

As a condition of employment, persons hired must provide proof of identity and employment eligibility within three (3) days of beginning work and submit to a background check.

APPLICATION PROCESS

Please carefully read the job bulletin and submit **all requested items by the review date for first consideration**. After the review of applications begins, this position may close without further notice. Applicants will not be notified once a closing date has been established. The committee in its screening of applicants will assume your abilities and experience include only those elements specifically documented within your application materials.

TO SUCCESSFULLY APPLY AND BE CONSIDERED FOR THIS POSITION YOU MUST COMPLETE AND SUBMIT ALL THE FOLLOWING REQUIRED APPLICATION MATERIALS:

- (1) A letter of application that specifically indicates how you meet the **Minimum and Preferred Qualifications** listed above.
- (2) A resume that includes a chronological work history including months and years that details your education, training and professional experience.
- (3) At least three work-related references (required) including the names, current addresses and telephone numbers and an Affirmative Action Data Sheet (optional). See attached forms.

Materials may be submitted using any one of the following options:

- ❖ **Email:** jobline@evergreen.edu
- ❖ **Mail:** The Evergreen State College
Human Resource Services, SEM I Room 4107
2700 Evergreen Parkway NW
Olympia, WA 98505
- ❖ **Fax:** (360) 867-6823
- ❖ **Or in person to the Human Resource Services office.**

Application materials submitted to the College become property of the College and will not be returned.

To request disability accommodation in the application process, call the Human Resource Services Office at (360) 867-5361 (voice), or (360) 867-6834 (TTY) or email your request to jobline@evergreen.edu.

Changes and/or modifications to this bulletin will be located in the Human Resource Services Office, Seminar I Building, Room 4107 and on our web site at: www.evergreen.edu/employment

Committed to equal opportunity and operating with an Affirmative Action Plan, The Evergreen State College is working to build a diverse faculty and staff. We strongly encourage qualified persons of all races, ethnicities, and sexual orientations, persons of disability, persons over forty, women, Vietnam Era and disabled veterans to apply.

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AFFIRMATIVE ACTION DATA

Please complete and return this form with your employment application package.

Name: (Print) _____

Position: DIRECTOR OF SUSTAINABILITY 2007-056AT

Check the item that best describes how you first heard about this position.

- Evergreen's web site
- Evergreen Colleague
- Letter/E-mail from Evergreen's Office for Equal Opportunity
- Colleague not at Evergreen
- I was nominated
- Chronicle of Higher Ed
- An organization electronic notice: _____
- An organization publication: _____
- Other web site: _____
- Newspaper or other publication: _____
- Other: _____

The Evergreen State College is an equal opportunity employer. The College's state-approved Affirmative Action Program seeks to ensure that employment opportunity information reaches all qualified potential candidates, including African Americans, American Indians/Alaskan Natives, Asians/Pacific Islanders, Caucasians, Hispanics, women, men, persons age 40 and over, persons with disabilities, disabled veterans, and Vietnam era veterans. To implement this program more successfully, the college requests that you provide the following information. Submission of this statistical information is voluntary; failure to complete this portion of the form will not adversely affect your candidacy for employment.

This information will be separated from your application and handled confidentially by the Office for Equal Opportunity.

Please check any/all of the following that apply:

- Male
- Female
- African American/Black
- Asian/Pacific Islander
- Age 40 or older
- Caucasian/White
- Hispanic/Latino
- Person with a disability
- Native American/American Indian/Alaska Native
- Special Disabled Veteran (30% or more disability)
- Vietnam Era Veteran (served 180 days or more between 2/28/61 and 5/7/75 and does not have a dishonorable discharge)

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REFERENCES

Name: (Print) _____

Position: DIRECTOR OF SUSTAINABILITY 2007-056AT

References: Please print or type: Name, position title, current address and telephone number.

1. _____

2. _____

3. _____

(List additional references on separate sheet)

"I hereby authorize The Evergreen State College to make inquiries regarding my education, work experience and references, unless otherwise stated. I hereby release all parties and persons associated with any such inquiries from liability in connection with information they give."

Comments: _____

Signature of Applicant

Date