**Green Research Coordinator – F&S Sustainability**

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| **Employee Group** |  | **Position Number** |  |
| **Reason for Job Description** | New | **Exemption Number** |  |
| **Org Code** |  | **Position Class Code** |  |
| **Organization Name** | Sustainability | **Classification** | Program Coordinator |

**Exemption Category:** ( ) 36e(2) () 36e(3) ( ) 36e(4) () Civil Service

**Institution or Agency:** UNIVERSITY OF ILLINOIS

**Title:** Green Research Coordinator

**Primary Position Function/Summary:** Under the administrative direction of the Facilities & Services Associate Director for Sustainability, develop, lead, and communicate a safe green research program. This position will work with campus leadership and key stakeholders to plan and develop program activities to improve sustainability initiatives in research activities.

**Major Duties and Responsibilities:**

1. **35% Program Coordination** - Develop and lead a safe green research program. Identify, evaluate, and implement opportunities for program initiatives that support Illinois’ iCAP goals and its commitment to sustainability. Create and distribute educational materials and tools to promote smooth implementation of initiatives and minimize barriers to implementation for researchers. Work with stakeholders including researchers, campus safety personnel, iSEE, and Facilities & Services staff, to foster collaboration, maintain communication channels, obtain feedback, and track and communicate progress. Work with an advisory board consisting of faculty, campus safety personnel, staff, and students to proactively review all educational materials, initiatives, pilot programs, and metrics. Lead task forces and ad hoc committees to evaluate and recommend best practices in research spaces including but not limited to safe energy conservation activities.
2. **30%** **Outreach and Education** - Create and distribute educational materials and tools to promote smooth implementation of initiatives and minimize barriers to implementation for researchers. Develop and maintain a tiered online training curriculum consisting of at least a general awareness training and a training for Green Research Ambassadors. Maintain a network of Green Research Ambassadors throughout the research colleges, departments, and research groups to help disseminate program information. Update content as needed. Establish and maintain a peer network with sustainability professionals from institutions of higher education and industry, professionally represent the university on a national and international level, and attend professional organization events to review, create, support and promote sustainable research practices and standards.
3. **20% Communication** - Develop a communications and marketing plan for the rollout of program initiatives. Continuously evaluate marketing content and communication channels to reach new stakeholders and engage existing stakeholders. Host events to educate and engage researchers and recognize researchers that are successfully implementing green research initiatives. Promote success stories on a green research website, social media, and associated publications through collaboration with stakeholders from across campus.
4. **10%** **Administration** - Maintain data associated with green initiatives that demonstrates impact, participation, and progress of the program. Train, supervise and mentor student interns and future green research positions.
5. **5% Other -** Any other duties as assigned including supporting the Mission, Values and Guiding Principles of Facilities and Services.

**Organizational Chart**

Associate Vice Chancellor and Executive Director of Facilities & Services

Associate Director, Sustainability

Green Research Coordinator

**Position Requirements and Qualifications**

**Education:**

**Required:** Bachelor’s degree from an accredited institution in a physical science, engineering, sustainability, or a closely related scientific or technical field. Alternate degree and degree fields and combination of degree and degree fields and experience will be considered/accepted depending upon the depth and nature of the experience and relevance of degree as it pertains to this position.

**Preferred:** Advance degree (Master’s orPhD) in the above noted fields

**Experience:**

**Required:** 2+ years’ experience performing or supporting research activities in a university environment.

**Preferred:**

1. Experience with successfully implementing green research initiatives.
2. Experience performing energy efficiency analysis, reporting and field verification.
3. Experience implementing a green chemistry program.
4. Experience establishing safe ventilation standards for research spaces.
5. Experience with reduce, reuse, and recycle campaigns.

**Training, Licenses or Certifications:**

**Required:** Driver’s license to attend meetings and visit research locations across campus and the state.

**Preferred:** Sustainability Excellence Associate or Professional Crendential.

**Preferred Knowledge, Skills, and Abilities:**

1. Ability to work and communicate with a diverse workforce.
2. Ability to work with various stakeholders to find common ground to promote green research initiatives without exposing the University to increased risk.
3. Familiarity with standard laboratory research environments and an understanding of the research culture in a university setting.
4. The ability to perform with a professional demeanor in a diverse and fast-paced work environment consisting of multiple and changing priorities, under stringent deadlines.
5. Exemplary communication, personal relations, team, and presentation skills.

# Environmental Demands:

1. Exposure to standard University research environments including laboratories, farms, and field research locations in all weather conditions.
2. Must be capable of wearing all required personal protective equipment required by the research location.

# Physical Demands

1. Mix of office and field work.
2. May involve extensive walking for job site reviews and staff communications.
3. Must be able to climb stairs.