

**UNIVERSITY OF SOUTHERN CALIFORNIA**

**Sustainability Specialist**

**Job Code: 119141**

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**OT Eligible:** Yes

**Comp Approval:** 2/25/2020

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**JOB SUMMARY:**

Plans and implements services and activities for sustainability efforts. Works to integrate sustainability as a core value of the university's strategic planning and implement initiatives.

**JOB ACCOUNTABILITIES:**

**\*E/M/NA % TIME**

- |       |       |   |
|-------|-------|---|
| _____ | _____ | Administers and plans sustainability activities. Organizes events and participates in communication and awareness campaigns to promote sustainability.  |
| _____ | _____ | Writes and edits communication materials (e.g., fact sheets, promotional materials, correspondence) to promote awareness of sustainability initiatives.   |
| _____ | _____ | Evaluates effectiveness of program content and services, making recommendations and preparing reports on sustainability program plans and performance. Researches and prepares plans to continuously improve the program. |
| _____ | _____ | Participates in program budget decisions, considering cost effectiveness, feasibility, and means of acceptance.   |
|       |       | Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.  |

**\*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

**EMERGENCY RESPONSE/RECOVERY:**

- Essential:  No  
 Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

- Bachelor's degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**

3 years

Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**

Experience with sustainability efforts (e.g., energy and waste management, resource conservation, recycling). Ability to work with minimal supervision and guidance. Proficient in Microsoft Office and other relevant software. Excellent written and oral communication skills.

**Preferred Education:**

Bachelor's degree

**Preferred Field of Expertise:**

Bachelor's degree in environmental science or related field. Experience leading efforts to reduce nonrenewable resources and minimize environmental impact in large corporate environments.

**Supervises: Level:**

May oversee staff, students and/or resource employees

**SIGNATURES:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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