



## JOB INFORMATION

|                          |   |
|--------------------------|---|
| <i>Job Code:</i>         | 119141  |
| <i>Job Title:</i>        | Sustainability Specialist                             |
| <i>FLSA Status:</i>      | Non-Exempt  |
| <i>Supervisory:</i>      | May oversee staff, students and/or resource employees |
| <i>Job Family:</i>       | Safety/Risk Management                                |
| <i>Job Family Group:</i> | Environmental Health and Safety                       |
| <i>Management Level:</i> | 7 Individual Contributor                              |

## 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 QUALIFICATIONS:

### Education

| <i>Req</i> | <i>Pref</i> | <i>Degree</i>     | <i>Field of Study</i> |    |
|------------|-------------|-------------------|-----------------------|----|
| X          |             | Bachelor's degree |                       |    |
|            | X           | Bachelor's degree | Environmental Science | Or |
|            | X           | Bachelor's degree | in related field(s)   |    |

### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

### Work Experience

| <i>Req</i> | <i>Pref</i> | <i>Work Experience</i> | <i>Experience Level</i> |  |
|------------|-------------|------------------------|-------------------------|--|
| X          |             | 3 years                |                         |  |

### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

### Knowledge, Skills and Abilities

| <i>Req</i> | <i>Pref</i> | <i>Functional Skills</i>   |
|------------|-------------|--|
| X          |             | Experience with sustainability efforts (e.g., energy and waste management, resource conservation, recycling).                  |
| X          |             | Ability to work with minimal supervision and guidance.   |
| X          |             | Proficient in Microsoft Office and other relevant software.  |
| X          |             | Excellent written and oral communication skills.   |
|            | X           | Experience leading efforts to reduce nonrenewable resources and minimize environmental impact in large corporate environments. |

## Other Job Factors

### JOB ACCOUNTABILITIES

|   | % Time | Essential | Marginal | N/A |
|---|--------|-----------|----------|-----|
| 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.   |        |           |          |     |

### Other Requirements

| <i>Essential:</i>  | <i>Emergency Response/Recovery</i>   | <i>Essential:</i> | <i>Mandated Reporter</i>  |
|--|--|-------------------|---|
|  | 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. |                   | A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a> |
| <i>Campus Security Authority (CSA)</i>   |  |                   | <i>Essential:</i>   |
| By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a> |  |                   | No  |

### ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the

existing at-will employment relationship between the university and the employee occupying the position.