

## JOB INFORMATION

|                       |                        |
|-----------------------|------------------------|
| Job Code              | EH37                   |
| Job Description Title | Dir, of Sustainability |
| Pay Grade             | CP13                   |
| Range Minimum         | \$79,560               |
| 33rd %                | \$100,780              |
| Range Midpoint        | \$111,380              |
| 67th %                | \$121,990              |
| Range Maximum         | \$143,210              |
| Exemption Status      | Exempt                 |
| Approved Date:        | 6/26/2026 2:17:08 PM   |

## JOB FAMILY AND FUNCTION

|               |                       |
|---------------|-----------------------|
| Job Family:   | Campus Services       |
| Job Function: | Campus Sustainability |

## JOB SUMMARY

The Director of Sustainability provides operational leadership and management for Auburn University's non-academic sustainability programs and initiatives. Reporting to the Associate Vice President for Administrative Effectiveness, the Director is responsible for executing approved sustainability efforts across campus operations and administrative units. This role focuses on identifying and collaborating on practical solutions to enhance resource efficiency and personal well-being, while fostering a culture of sustainability within the broader campus community. The Director maintains oversight of the Office of Sustainability's staff, budget, and operational reporting, ensuring all initiatives align with the University's operational needs and strategic plan.

## RESPONSIBILITIES

- The Director is responsible for operational leadership and staff management including directing the daily activities of the Office of Sustainability, which includes overseeing office strategic planning, recruiting, hiring, and supervising professional staff. In alignment with university standards. This role involves mentoring student employees and fostering a productive, service-oriented team environment that supports the university's broader administrative goals.
- Serving as a primary technical resource for campus coordination and operational enhancement, the Director provides expertise for sustainability-related committees and working groups across campus and supports efforts to implement and assess the university's Sustainability Policy. The Director partners extensively with Facilities Management, auxiliaries, and other administrative units to identify improvements related to sustainability efforts and provides the operational expertise necessary for the practical application of sustainability standards and best practices across the university infrastructure.
- Oversees the comprehensive collection, analysis, and reporting of approved sustainability performance data, including operational reporting and benchmarking, through data management and resource stewardship. This involves developing internal dashboards and reports to inform leadership on challenges and progress toward institutional goals. Furthermore, the Director manages the department's annual budget and expenditures, monitors project costs to identify operational savings, and pursues opportunities for external grants and sponsorships to support specific campus projects and initiatives.
- Provides operational data, campus connections, and support to the Director of Academic Sustainability to prioritize stakeholder engagement and facilitate the "living laboratory" concept. Builds and fosters collaborative relationships with internal and external stakeholders to promote and integrate sustainable practices and represents the Office of Sustainability at internal meetings and relevant professional forums.
- Oversees the development of programs and materials designed to educate the campus community on how to participate in and support sustainability efforts focusing on communication and outreach efforts. This includes managing strategies that align with the university's mission and performing other duties as assigned to support the goals of the Business and Administration unit.
- Models the Leadership Principles of Empower, Enable, Encourage, and Develop direct reports.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

|                            |                                                                                                                                                                                           |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Supervisory Responsibility | Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions. |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level   | Focus of Education                                                                                                                                                        |     | Years of Experience | Focus of Experience                                                                                                                          |    |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------|----|
| Bachelor's Degree | in Sustainability, Environmental Studies, Environmental Science, Natural Resources, Public Administration, Engineering, or related field. A Master's Degree is preferred. | and | 7 years of          | experience in sustainability programs and/or administrative leadership. At least 3 years must be in a management and/or supervisory capacity | Or |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

|                                                                                                                                   |  |
|-----------------------------------------------------------------------------------------------------------------------------------|--|
| Deep knowledge of sustainability reporting frameworks, including the Sustainability Tracking, Assessment & Rating System (STARS). |  |
| Advanced proficiency in budgetary management, financial tracking, and resource allocation.                                        |  |
| Proven ability to lead, mentor, and develop cross-functional teams in a complex higher education environment.                     |  |
| Strong collaborative skills to build partnerships with diverse internal and external university stakeholders.                     |  |
| Excellent communication and data management skills to develop internal dashboards and present operational reports                 |  |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details           | Time Frame | Required/Desired |     |
|-------------------------|------------------------------------------|------------|------------------|-----|
| None Required.          |                                          |            |                  |     |
|                         | LEED Green Associate                     |            | Desired          | And |
|                         | ISSP Sustainability Excellence Associate |            | Desired          |     |

## PHYSICAL DEMANDS & WORKING CONDITIONS

|                            |                                   |
|----------------------------|-----------------------------------|
| Physical Demands Category: | Office and Administrative Support |
|----------------------------|-----------------------------------|

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-----------------|-------|--------|--------------|------------|------------|--------|
| Standing        |       |        | X            |            |            |        |

## PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Walking                       |       |        | X            |            |            |        |
| Sitting                       |       |        |              | X          |            |        |
| Lifting                       |       | X      |              |            |            |        |
| Climbing                      |       | X      |              |            |            |        |
| Stooping/ Kneeling/ Crouching |       | X      |              |            |            |        |
| Reaching                      |       | X      |              |            |            |        |
| Talking                       |       |        |              | X          |            |        |
| Hearing                       |       |        |              | X          |            |        |
| Repetitive Motions            |       |        |              | X          |            |        |
| Eye/Hand/Foot Coordination    |       |        |              | X          |            |        |

## WORKING ENVIRONMENT

| Working Condition    | Never | Rarely | Occasionally | Frequently | Constantly |
|----------------------|-------|--------|--------------|------------|------------|
| Extreme temperatures |       | X      |              |            |            |
| Hazards              |       | X      |              |            |            |
| Wet and/or humid     |       | X      |              |            |            |
| Noise                |       |        | X            |            |            |
| Chemical             |       | X      |              |            |            |
| Dusts                |       | X      |              |            |            |
| Poor ventilation     |       | X      |              |            |            |