

Sustainability Operations Coordinator  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=249555>

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Posted Nov. 26, 2024, set to expire Aug. 4, 2025

<b>Job Title</b>	Sustainability Operations Coordinator
<b>Department</b>	Sustainability
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Nov. 26, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/54383">https://www.ubjobs.buffalo.edu/postings/54383</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

Join [UB Sustainability](#) as a **Sustainability Operations Coordinator**. This role involves managing student employees, supporting sustainability initiatives, enhancing communications, overseeing budgets, advancing human resources, managing spaces, implementing sustainable business functions, and coordinating events.

### Key Responsibilities

- **Management and Supervision:** Oversee and coordinate student employees (approx. 25).
- **Event and Programmatic Impact:** Assist in student initiatives and support key programs. Plan and implement sustainability events.

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- **Communications:** Manage the UB Sustainability website and newsletter.
- **Budget and Finance:** Draft budgets and maintain financial oversight. Oversee purchases .
- **Human Resources:** Perform HR duties and coordinate search committees.
- **Space Management:** Steward the [GRoW Clean Energy Center](#) and other spaces.
- **Support to CSO:** Act as assistant to the Chief Sustainability Officer.

**Here is how we align our goals with your interests**

- **Passion:** Strong interest in sustainability, climate change, and resilience.
- **Attributes:** Patience and tenacity for making changes in large institutions.
- **Knowledge:** Familiarity with justice, equity, diversity, and inclusion initiatives.

**Learn more**

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

*University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.*

**Minimum Qualifications**

- **Education:** Bachelor's degree.
- **Experience:** Professional experience in sustainability through jobs, internships, or volunteer work.
- **Skills:** Proficiency in Microsoft Office.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.



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**Contact**

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