

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

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

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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