

WMU President's Universitywide Sustainability Committee (PUSC) recommendations to Provost Stapleton about the future director/leader of the WMU Office for Sustainability.

April 2, 2018

Summary of Committee feedback, Items #1-5:

1) General summary

- Directs the Western Michigan University Office for Sustainability.
- Leads a team of 15-25 student employees and 3-6 support staff (full-time and temporary staff).
- Uses the campus as a living, learning laboratory and works with students to continuously improve sustainability policies, practices, and activities.
- Supports and facilitates a university-wide sustainability advisory committee.
- Collaborates with WMU colleges, departments, and other units.

2) Minimum qualifications

- Required education
 - Master's degree or equivalent in a sustainability-related discipline.
- Required experience
 - Five years' relevant higher education sustainability management experience.
 - Strong interpersonal, written and verbal communication skills.

3) Desired qualifications, qualities, experience, and abilities

- Commitment to diversity and inclusion.
- Experience working with and mentoring undergraduate and graduate students.
- Experience developing, leading, and managing simultaneous projects, programs, and personnel.
- Experience securing external funding through donations, gifts, and competitive research or application grants.
- Ability to build and maintain transdisciplinary collaborations across the university and in the local/regional community.
- Ability to translate academic and technical information and communicate with a wide range of audiences.
- Experience with community-based, participatory research activities.
- Experience facilitating diverse groups of students, decision-makers, and experts from campus and the community.
- Ability to manage employees and projects of varying priorities.
- Accessible to students, employees, and community.
- Identifies, supports, and celebrates emerging leaders across the university.
- Views sustainability as a campus and community journey, not a destination.

4) Faculty status

- The PUSC did not reach consensus about whether the position should be an administrative staff position or a faculty line but did discuss the advantages and disadvantages of both.

5) Search process

- The PUSC recommendations above leave flexibility for the Provost or search committee to finalize the steps to be used in the search process. The minimum and desired qualifications above can be used for either a staff or faculty leader/director of the Office for Sustainability.

Suggestions harvested by the PUSC Support Team from existing/model WMU Job Descriptions:

- Directs operations of the WMU Office for Sustainability. Provides leadership and creates innovative strategies. Implements policies and procedures for the Office.
- Directs personnel to ensure optimal student-centered research, programs, and projects.
- Resolves personnel and operational issues. Recruits, screens and recommends staff appointments. Supervises and evaluates staff.
- Performs routine financial analyses and oversees University, grant and gift budgets.
- Coordinates with University administrators, colleges, departments, and units to develop and implement policies and practices that advance university-wide sustainability.
- Assesses impact of Office activities.
- Oversees reporting on university-wide sustainability activities.
- Promotes and amplifies WMU sustainability efforts for diverse audiences.
- Represents the University as a leader in sustainability issues.