



**USC** University of  
Southern California

## Chief Sustainability Officer Job Description

### JOB INFORMATION

<i>Job Code:</i>	199083
<i>Job Title:</i>	Chief Sustainability Officer
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	
<i>Job Family:</i>	Senior Management
<i>Job Family Group:</i>	Administration
<i>Management Level:</i>	3 Executive
Chief Sustainability Officer	

### JOB SUMMARY

Develops and leads all sustainability efforts in university operations, (e.g., strategic planning, implementation, and progress tracking) to advance the university's sustainability goals as reflected in the university's sustainability plan(s). Partners with stakeholders across the university to develop and integrate sustainability values and practices into planning processes, resource management, and facilities planning and design. Works to solve sustainability issues and facilitates sustainability ideation, innovation, teaching and testing.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Master's degree		In
X			Engineering	Or
X			Environmental Science	Or
X			in related field(s)	
	X	Ph.D. or equivalent doctorate		In
	X		Engineering	Or
	X		Environmental Science	Or
	X		in related field(s)	

#### Additional Education

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

X 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		8 years	
	X	12 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

Req	Pref	Functional Skills
X		Experience working with a wide range of local, regional, and national environmental, sustainability and energy stakeholders (e.g., government agencies, non-profit organizations, industry and media).
X		Experience working in a university setting or other large multi-dimensional organization (including hospitals/medical enterprise).
X		Extensive knowledge of climate, water, and waste policies and methods in operations to help decarbonize buildings and infrastructure, reduce water consumption, and divert waste.
X		Experience working with sustainability reporting/rating/ranking systems (e.g., AASHE STARS).
	X	Demonstrable knowledge of and experience with a university culture and operations and/or large corporation with city-scale campus operations, including retail and residential operations and hospitals.
	X	Strong engineering/technical experience.

## Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		LEED accredited

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Leads, develops, and maintains university sustainability programs, projects, and initiatives that increase efficiency in facilities operations, energy and water consumption reduction, renewable and smart technology integration, transportation services, waste product supply chain management, recycling, composting, and waste reduction. Develops and supports a governance/organizational structure to reach university operations sustainability goals.				
Develops and implements strategies to integrate sustainability values and practices into the university's operational long-term strategic planning processes, the management of its resources and operations, facilities planning and design, and the university's social experience, collaborating with university leaders to prioritize campus sustainability efforts and achieve success. Supports and promotes a culture of sustainability among students, faculty and staff.				
Analyzes and makes improvement recommendations for university operations sustainability performance by identifying, tracking and reporting on key sustainability performance indicators. Plans and executes communications and marketing strategies that increase awareness and support of operations sustainability objectives, assessments and/or rating systems, and practices.				
Identifies and pursues external funding opportunities for sustainability efforts. Partners with key agency and industry stakeholders to launch sustainability initiatives with policy and legislative impacts. Develops and supports local sustainability projects in local communities.				
Aligns operational sustainability efforts with academic and research strategies, initiatives, institutes, and faculty interests and aspirations, leveraging the knowledge and research capacity of the university to help solve sustainability issues. Develops and maintains a learning and testing environment (i.e., Living Sustainability Laboratory) to facilitate sustainability ideation, innovation, teaching and testing for campus stakeholders. Provides an immersive sustainability learning experience through the development and implementation of initiatives in university operations, and responsible for the development and provision of sustainability career development resources. Encourages a workplace culture where all employees are valued, value others and have the opportunity to				

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
contribute through their ideas, words and actions, in accordance with the USC Code of Ethics.				

## 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>			

## 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.