

Job Identification:

- Present Job Classification: Social Science Research Salary Grade: 5-B
- Job Title: Coordinator, UBC Seeds Program
- Department: Land and Building Services
- Division: Campus Sustainability Office

Approved August 8, 2000 (salary grade updated to 4 on July 1, 2002 and to 5 on July 1, 2005)

Job Summary:

The UBC S(ocial) E(cological) E(conomic) D(evelopment) S(tudies) program provides students with study related project experience for credit and provides operational staff with research suited to their area of operation. The Coordinator has complete responsibility for design, coordination and implementation of the program. The Coordinator also recruits, trains and manages volunteers for other sustainability office programs.

Organizational Status:

The position is part of the Sustainability Office in Campus and Community Planning and reports to the Associate Director, Social Sustainability.

Work Performed:

The incumbent will design, co-ordinate and implement the UBC Seeds Program by:

- Designing the strategic direction of the program
- Researching and identifying potential clients who could benefit by the program
- Developing and implementing a marketing and communications plan including the setting of targets and objectives
- Planning for continuous improvement
- Reviewing courses and programs with staff and faculty in the revision of the program to meet academic and operational requirements
- Determining operational requirements and evaluating suitable academic opportunities
- Assessing the students project proposal on the applicability that their needs and skills match the goals of the sustainability program
- Developing and managing the program budget
- Developing and maintaining relationships with the campus community to link student academic projects with appropriate operational staff to provide students with work related experience and to provide staff with research suited to their needs

- Creating and defining potential projects
- Marketing the program on campus and off campus
- Developing and maintaining a database of student papers and projects and posting them to the Sustainability Office web page
- Ensuring circulation of relevant student work to appropriate parties
- Reporting annually on the effectiveness of the Program including impact on campus sustainability
- Developing a strategy to strengthen the relationship between the Academy and Operations
- Working with the Academy to develop sustainability content in the curriculum using the “campus as a living lab”
- Planning, implementing and evaluating partnerships off campus such as Sustainability Corps and/ or an action research exchange
- Map all projects in the 8 topic areas (land, water, climate etc) to identify gaps and opportunities
- Liaise, form and participate on committees with outside agencies such as BC Ministries and other educational institutions with similar programs or those seeking to establish similar programs to discuss funding, eco-ed positions and stewardship education networks.
- Identify funding opportunities in support of the program and writing grant proposals based on this information

The Sustainability Office has a volunteer program for students, alumni and the general public who wish to be involved in helping the campus implement the Sustainable Development Policy. The incumbent will:

- Develop and manage volunteer recruitment and retention by:
 - Planning the volunteer program
 - Developing written job descriptions and profiles and interviewing potential volunteers
 - Matching volunteers with appropriate staff to fulfill the goals of the office and the expectations of both the volunteer and the staff
 - Maintaining contact with volunteers as required
 - Managing the termination of volunteers when appropriate
 - Performs other related duties as required

Consequences of Error/Impact of Decisions:

This program is required under the Sustainable Development Policy (Policy #5) and has a high profile both on and off the campus. It has the potential to bring the university

significantly positive public relations. Work will not be subject check. If an error occurs volunteers, students and staff will be impacted. An incorrect decision could result in loss of credibility for and ultimately cancellation of the program and the Campus Sustainability Office. Failure to adequately assess the suitability of academic initiatives could affect student academic progress and possibilities for career enhancement and also result in loss of opportunity for improvements to campus operations. Failure to intervene and resolve problems could result in loss of working relationships between faculty and staff.

Supervision Received:

Reports to Associate Director, Social Sustainability and goals and objectives are measured against Sustainable Development Policy (Policy #5).

Supervision Given:

This position will be coordinating the work of students, faculty and voluntary staff.

Working Conditions:

Normal office surroundings and visits to classrooms and labs and occasionally outdoor field trips.

Qualifications & Skills:

The position requires skills and experience in action research and other applied learning pedagogies and an undergraduate degree in any discipline but preferably a masters degree in a discipline related to environmental studies and several years experience in a role involving direct contact with all types of people including faculty, senior managers, operating managers. and/or volunteer coordination. The position requires excellent interpersonal skills, oral and written communication skills, and effective presentation skills and good organizational skills. Knowledge of excel and the access data base also an asset. Required core competencies include, facilitation skills, critical thinking skills, creativity, versatility, organizational skills and initiative.

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