

AMERICORPS SERVICE POSITION ANNOUNCEMENT

UT Knoxville Office of Sustainability

Service Position Title: Data Analysis Coordinator
Immediate Supervisor: Sustainability Manager

Service Position Summary:

The University of Tennessee, Knoxville Office of Sustainability seeks a motivated AmeriCorps member to fill the role of Data Analysis Coordinator from August 2018 through June 2019. Under the direction of the Sustainability Manager, this full-time service position will coordinate the Office of Sustainability's data collection initiatives and perform outreach/training pertaining to data collected and research various technologies to reduce UT's GHG emissions. In addition, the position will support ongoing efforts by the Facilities Services department to reduce the environmental impacts of campus operations while saving human, economic and natural resources.

Primary Functions of Position:

- Physical and digital data collection across all utility parameters
- Analyze numerous datasets to discover possible sustainable solutions
- Manage and lead one or multiple projects
- Act as a co-adviser for the EcoVols (an environmental student organization) by providing trainings in energy, waste and water audits and spearheading data collection efforts in the residence halls.
- Coordinate energy, water and waste audits for the Green Office Program and the POWER Challenge.
- Work with Outreach Coordinator and Program Coordinator to promote and advance UT's sustainability progress
- Compile and complete the various environmental reports for the university

Secondary Functions of Position:

- Serve as a representative of the Office of Sustainability at campus and community events that may occur at night or on the weekend.
- Attend SEIC meetings and gather data related to SEIC projects and campaigns
- Recruit, manage, and train interns to assist in data collection
- Research strategies to reduce the environmental impacts of campus operations and streamline data collection/transparency.
- Assist with planning, implementation and promotion of special environmentally-themed events, including but not limited to: UT football Zero Waste Game Day, Sustainability Week, the annual POWER Challenge, the EPA Game Day Challenge, RecycleMania, and Earth Month.
- Construct, disseminate, and analyze campus-wide survey and interpret results

Principal Working Relationships:

- Sustainability Manager and other Facilities Services staff, including UT Recycling employees
- Sustainability Outreach Coordinator and Program Coordinator
- UT Knoxville faculty, staff and students

Required Knowledge, Skills and Abilities:

- Able to work independently and generate ideas for campus sustainability projects
- Capable of working with people from diverse backgrounds
- Solid organization and leadership skills
- Paid or unpaid experience with data collection and analysis, in particular Microsoft Excel
- Commitment to honesty, excellence and professionalism
- Comfortable making presentations to large groups (20 to 100+ people)
- Able to motivate others to change habits and behaviors
- Proficiency with Microsoft Office and Outlook software
- Strong interest in environmental stewardship and resource conservation
- Must provide own transportation to and from Facilities Services

Desired Knowledge, Skills and Abilities:

- Paid or unpaid experience with environmental education and/or resource conservation
- Any experience with academic related or focused data tracking programs; STARS, Second Nature, etc.

Service Conditions:

AmeriCorps member will primarily work indoors in a temperature-controlled office environment. Occasional evening/weekend hours may be necessary; in particular Game Day Recycling at home games. For special events and data collection initiatives, outdoor work and exposure to all weather conditions (sun, rain, heat, cold, etc.) will be required.

Physical Demands: Sitting; standing; walking; lifting, pushing, pulling and carrying (up to 25 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; exposure to various colognes/perfumes, fumes from printing cartridges and dust from stored supplies; exposure to noise/vibration from office machines and passing vehicles and trains

Equipment/Tools/Software Used:

Computer:

- Documents, spreadsheets, presentations: (Microsoft Office, in particular Excel, Powerpoint, and Publisher)
- Web-based survey design software (e.g., Qualtrics)
- Web-based data reporting platforms (e.g., STARS, Second Nature, SIMAP)

All of the above functions may be completed with or without accommodations.

This above description lists the minimum duty requirements.

Individuals may be required to perform additional position duties as requested by their supervisor.