
CSP-001 – Associate Director – Center for Sustainable Processes and Practices

Position Summary

The Associate Director serves as an academic and administrative colleague of the Director. Together, they form the leadership team of the Center and work closely together to achieve the Center's goals. The position is a 12 month, 0.5 to 1.0 FTE administrative position. The Associate Director reports to the Director, who reports to the Provost.

Responsibilities

While the Director has the primary responsibility to provide intellectual leadership and vision for the work of the Center, including seeking external funds to support the Center's efforts, the Associate Director plays a central role in ensuring that the vision for the Center is realized. Specifically, the Associate Director:

- Manages the day-to-day activities and operations of the Center and supervises Center-funded administrative and research staff.
- Working with the Director, ensures that the Center's financial resources are utilized strategically and in compliance with University and external regulations and policy to support the Center's mission.
- Provides leadership and promotes Center activities, primarily within the University, including serving as spokesperson and representative of the Center.
- Helps to build and sustain a sense of community and intellectual engagement among the Center's Fellows, students, and staff members.
- Helps ensure that Sustainability Fellows are well integrated into their home academic units as well as the Center.
- Manages the appointment and re-appointment of the Center Fellows and staff on behalf of the Director.
- Oversees the smooth management of approved graduate certificate programs led by the Center.
- Periodically assists the Director in assessing the work of staff members and Fellows who are consistently paid from Center-managed budgets.
- Supports Center fund raising efforts.

Minimum Qualifications

Candidates for the Associate Director must have a Ph.D. and a record of academic achievement in a sustainability related field. Candidates with a Masters Degree will be considered in exceptional circumstances. Previous successful administrative and staff supervision experience is desirable. Demonstrated excellent communication skills, broad, transdisciplinary intellectual interests, and ability to maintain positive relationships across the campus and beyond are essential. The successful applicant must have a strong personal commitment to promoting diversity.

Compensation

The starting annual salary rate for this position will be between \$75,000 and \$90,000 dependent upon qualifications and experience with an excellent benefits package including fully paid healthcare; a generous retirement and vacation package; and reduced tuition rates for employee, spouse or one dependant at any of the Oregon University System schools.

To Apply

Please submit a letter of application addressing your vision of the role of Associate Director and your plans for how to meet the job expectations outlined above along with a curriculum vitae and the names, addresses, email addresses and telephone numbers of three references. Screening of applications will begin by June 1, 2010, and will continue until the position has been filled. Inquires may be made to: Beth Lloyd, Search Coordinator, at sustainability@pdx.edu or (503) 725-8556.

Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse candidates and candidates who support diversity.