Description
Connecticut College has developed a deep commitment to holistic sustainability over the last three years and is constantly working to expand and improve its efforts. To maximize the impact that the Office of Sustainability can have on the College’s sustainability goals, five Senior Fellow positions were created to support the office’s Co-Directors. Senior Fellows are leaders in the Office of Sustainability and serve as sustainability leaders in the great College and New London communities. A Senior Fellow serves in an administrative role within the Office of Sustainability co-supervises a number of students fellows with the College’ Sustainability Officer. They support the office’s operations by maintaining office systems and constantly communicating the office’s priorities to the community at large.

The Senior Fellow for Community Collaborations acts as a representative of the Office of Sustainability and works closely with community members both within the College as well as the surrounding New London area to further the concept of holistic sustainability. Building a sustainable society includes tackling economic, social, and environmental challenges, which requires collaboration between everyone in a community. The Senior Fellow will work with local organizations and community members to support the revitalization of the greater New London area, increase the availability of sustainable food to county residents and develop projects and programs that support College constituents to adopt sustainable behaviors. The Senior Fellow for Community Collaborations must work well with others and have a passion for expanding Office of Sustainability and the College’s community involvement.

The Senior Fellow for Resource Management co-supervises the following Fellows:
- Lending Library Fellow
- Hodges Square Revitalization Fellow
- New London County Food Policy Council Fellow
- The 4 Residential Sustainability Fellows
- The Children’s Program Garden Fellow
- Economic Development Fellow
- Fiddleheads Market Fellow

Responsibilities
- Maintain Office of Sustainability services by organizing office operations and procedures;
- Provide historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records;
- Design and implements Office of Sustainability policies, standards and procedures; measuring results against standards; making necessary adjustments;
- Co-supervise assigned fellows with Sustainability Officer
- Keep Co-Directors informed by reviewing and analyzing Fellows’ proposals; summarizing information; identifying trends.
Maintain Sustainability Fellows Program by recruiting, selecting, orienting, and training Fellows

Enhances professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies

Return to campus a week early to conduct preparations for the coming academic semester

Hold individual meetings with each Fellow or set of fellows at least once a week to review current efforts and progresses

Report to the supervisor regularly

Supervise all tasks assigned to the fellows as well as their communication to community members at the College and in the surrounding New London area

Support the Community Collaborations Team to attend other Fellows’ events and meetings

Introduce the Fellows to members of the community pertinent to their projects

Attend community meetings with the Fellows until they are comfortable attending on their own

Collaborate with the Communications Team in order to communicate to the community members about the progress of projects, advertise, and provide informative material

Establish personal networking with all Fellows in the office in order to maintain the operations of intra-office communications

Evaluate and analyze the effectiveness of the community collaborations strategies, and make feasible strategic revisions

Establish the calendar for meetings and events as well as the monthly meetings hosted by the office

Approve and review the documents crafted by Fellows

Communicate with the Sustainability Core to coordinate volunteers for community events or projects when need

Other duties as assigned

**Requirements**

- Served as a Fellow previously
- Excellent interpersonal skills
- Strong written and oral communication skills
- Strong analytical and critical thinking skills
- Exceptional time management and planning skills
- Honed project management skills
- Ability to delegate tasks and fluidly transition from one project to another
- Comfortable with working on tight timelines
- Comfortable collaborating with others to achieve goals
- Responsible and reliable
- Ability to adapt to quickly changing situations
- Comfort with overseeing a number of projects at one time

**Supervisor**

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