Sustainable Facilities Fellow  
Office of Sustainability

Description
As Connecticut College continues to expand its efforts to become a model of sustainability within higher education, an important area of work is sustainable construction and facilities management. The College is committed to using sustainable building practices during new construction and major renovations, and during the ongoing maintenance of our facilities. The Sustainable Facilities Fellow will support the Office of Sustainability in working collaboratively with people throughout the community to help expand the College’s existing commitments and efforts related to new construction, major renovations and building maintenance.

The Sustainable Facilities Fellow will have the following responsibilities:
● Support the implementation and execution of the Sustainable Building Policy;
● Collaborate with Custodial Services to formalize a Sustainable Cleaning Program for every building on campus;
● Support project teams for all new construction and major renovation projects with which the Office of Sustainability is involved, by researching and analyzing new and alternative materials, building systems and processes;
● Assist in the development of working groups to monitor performance of new and existing buildings – making adjustments to the systems and processes in place to increase the sustainability of each building;
● Positively contribute to the warm atmosphere of the Office of Sustainability;
● Attend various Office of Sustainability sponsored events;
● Other duties as assigned.

Requirements
● Proficient with Excel, Word, and PowerPoint
● Strong interpersonal skills
● Robust research skills
● Excellent writing and analytical skills
● Comfortable working with a variety of campus constituencies (staff, students, faculty)
● Prior experience with green building and/or cleaning is preferred but not required
● Other Duties as assigned

Compensation
Mandatory participation in 2-credit Applications of Sustainability Seminar (SUS 293) that meets Fridays from 11:50am-1:05pm. The course is taken pass/fail.

Supervisors
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