Sustainable Purchasing 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 purchasing. The College has identified campus-wide purchasing as a place where money can be saved, even while purchasing products that protect the environment as well as employees’ rights and health. The Sustainable Purchasing Fellow will support the Office of Sustainability in working collaboratively with people across the community to promote and enhance the use sustainable purchasing techniques.

The Sustainable Purchasing Fellow will have the following responsibilities:
● Continue to develop and ultimately manage the Office Swap Program on campus – a program that will collect unused office supplies and make them available to offices around campus;
● Investigate the possibility of reducing the cost of sustainable products through group purchases with other higher education institutions;
● Promote the use of the Sustainable Purchasing Guidelines around campus;
● Research sustainable alternatives for items that are purchased in high quantities on campus. Develop ways to promote/incentivize their purchase;
● Identify and develop relationships with local manufactures that make sustainable products;
● Research manufactures that provide life cycle analyses for the products they sell;
● 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
● Excellent writing and analytical skills
● Extensive research skills
● Comfortable working with a variety of constituencies (staff, students, faculty, and community collaborators)

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
Josh Stoffel, Co-Director       Senior Fellow for Resource Management
Office of Sustainability       Office of Sustainability
jstoffel@conncoll.edu
(860)-439-5218