

Job Vacancy Notice

Job Title: Environmental Health and Safety Coordinator (Sustainability Coordinator)
Job ID: 18478
Location: Brooklyn College
Full/Part Time: Full-Time
Regular/Temporary: Regular

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POSITION DETAILS

Brooklyn College of the City University of New York (CUNY) invites applications for a Environmental Health and Safety Coordinator (Sustainability Coordinator) to support the campus mission, strategic plans and values.

Under the supervision of the Director of Environmental Health and Safety, the College's EHS & Sustainability Coordinator provides administrative support with EHS compliance and campus sustainability. The successful candidate shall be responsible for participating in and planning measures to minimize the impact of College on the environment and to achieve compliance with applicable laws and regulations.

The successful candidate will perform the following duties:

- Assist with the daily office management, including maintaining procurement-related records
- Coordinate environmental compliance programs, including timely submission of permits and license renewals
- Assist with the development, organization and facilitation of information and training materials to promote environmental compliance and sustainable practices
- Supports site environmental inspections to monitor EHS program compliance
- Assist with developing compliance strategies and programs for applicable federal, state, and local EHS regulations
- Coordinate College data related to sustainability and prepare of related reports
- Coordinate updates to the Brooklyn College EHS and campus sustainability web pages and social media platforms
- Collaborate with the college community as appropriate to promote and implement EHS & Campus Sustainability strategies and programs.

QUALIFICATIONS

- Bachelor's Degree required.
- Baccalaureate degree in environmental health and safety, environmental studies, urban sustainability, or sciences is preferred
- Two years' related experience in either health, safety or sustainability is preferred
- Working knowledge of MS Office products such as Word and Excel, and ability to develop reports and spreadsheets
- Working knowledge of social media platforms
- Strong oral and written communication skills
- Excellent interpersonal skills.

CUNY TITLE OVERVIEW

Provides efficient and professional service in support of an environmentally health and safe campus.

- Assists management in preparing reports of activities, inventories, incidents, environmental monitoring, and related matters
- Coordinates waste disposal programs by communicating with faculty and staff, organizing collection and contacting appropriate disposal vendors.
- Assists in delivering various training programs and in maintaining bulletins, web site, and other communications.
- May assist with routine inspections of laboratories, storage rooms, and work stations; may coordinate passive monitoring programs
- Coordinates purchases, manages inventory, and provides for maintenance of specialized department equipment
- Performs other duties as assigned.

Job Title Name: Environmental Health and Safety Coordinator

CUNY TITLE

Assistant to HEO

FLSA

Non-exempt

COMPENSATION AND BENEFITS

\$39,282

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

Please submit your application online by clicking on "Apply Now" below.

Applicants should upload the following in .doc, .pdf, or .rtf format:

- A cover letter indicating the referenced Job ID# 18478 with a statement addressing past and/or potential contributions to diversity and inclusion.
- Current resume
- Contact information (name, phone number, and email address) for three references.

CLOSING DATE

April 25, 2018

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.

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