

How To:

Incorporate Office or Lab Environmental Practices in a Job Description

Below you will find suggestions for language you can use in one or more sections of Tufts job description template

In the Department Overview

The department seeks to fulfill its mission in the most environmentally sensible way possible.

The department functions in an environmentally friendly manner, in accordance with its green office policies and procedures.

In the Preferred Qualifications section

Familiarity with green office practices

Knowledge of ability to collaborate with colleagues using electronic tools (Drop Box, Google Docs, shared server space, etc)

Interest and knowledgeable in fields of sustainability – including environmental and social sustainability as it relates to office or lab practices.

Familiarity with remote conferencing tools such as video-conferencing, web-conferencing and tele-conferencing

In the job responsibilities section - use one or more of the following at 1-2% (or more) of job responsibilities

Tries new and sustainable practices: whenever possible, employee tries to reduce the environmental impact of their work – especially their waste and greenhouse gas emissions. Employee improves their knowledge regarding sustainable practices whenever possible.

Engages in sustainable practices while in the workplace – accepts and follows the Green Office Policies and Procedures. Seeks improvements to the Policies and Procedures.

Involvement in improving office's sustainability – seeks methods to make departmental functions more sustainable and takes an active role to initiate change in this direction.

Partakes in training around office (or lab) sustainability practices. Understands:

- What can be recycled on campus, and how to recycle it
- How to minimize energy and water use in the areas where he or she works

- How to purchase environmentally friendly products (if job has purchasing responsibilities)
- Where the communal office supply space is
- The Green Office Policies and Procedures and is able to effectively communicate them to colleagues, students and visitors

Serves as an Eco-Ambassador for the office – training provided by the Office of Sustainability

Interest and dedication to environmental issues – employee uses their extra time to ensure the viability of environmental practices within the office. Whenever a Green Office practice can be improved or is not being performed, the employee takes it upon themselves to rectify the situation.

Seeks ways to reduce waste, water, and energy usage within the office.

In the Competencies

Expertise

Understands:

- What can be recycled on campus, and how to recycle it properly
- How to minimize energy and water use in the areas where he or she works
- How to minimize the production of waste through the use of reusable materials, minimizing purchasing of new products, sharing and re-using equipment and materials as appropriate
- How to purchase environmentally friendly products (if job has purchasing responsibilities)
- Where the communal office supply space is
- How to run a 'green' event (if event planning is part of job)
- How to scan and print double sided
- How to use remote conferencing tools (web, video and tele-conferencing)
- How to utilize technology to reduce paper usage (scanning documents, sharing them electronically, using a projector instead of handouts in meetings, using on-line collaboration tools, etc.)

Interaction with Others

Able to work effectively with others using electronic media (on-line collaboration tools, video-conferencing, etc)

Continuous Improvement

Looks for new ways to make the office more environmentally sustainable

Develops new skills and knowledge of office (or lab) sustainability practices

Increases knowledge of Tufts sustainability-related goals, policies and practices

Customer Focus

Able to communicate green office practices to colleagues, students and visitors in a non-confrontational manner

Able to make office practices meet the needs of customers while also helping Tufts reduce its environmental footprint

Resourcefulness and Results

Seeks methods to make departmental processes more sustainable and takes an active role to initiate change in this direction.

Understands how to get answers to questions about sustainability on campus, including recycling, greening events, saving water and energy, purchasing options, etc.

Leadership

Provides guidance to colleagues and visitors on green office practices.

Trains new hires and student workers on appropriate green office practices

Acts as a catalyst for change to move the office towards more sustainable practices