

Hiring a new resource?

Here are some 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