

DESCRIPTION OF POSITION AND CAMPUS DATA
The University of Tennessee, Knoxville

Position:	Coordinator I – (Environmental Coordinator)
Available:	Immediately
Salary:	Pay Grade 38
Minimum Qualifications:	Bachelor degree in related field and two years of relevant professional experience preferably in the areas of recycling, energy conservation, environmental education, etc. Ability to work with a range of individuals in all professions and ranks. Effectiveness in written and oral communication skills including experience in public speaking. Strong interpersonal skills. Working knowledge of Microsoft Excel, Word, and Power Point. Ability to help motivate personnel to achieve optimum performance levels. Ability to manage multiple projects simultaneously.
Responsibilities:	Oversee, evaluate, and expand the daily operations of the campus recycling program. Speak to campus groups and organizations regarding environmental programs. Develop educational programs to enhance general campus environmental activities. Develop and implement energy conservation strategies. Decisions relating to the activities of the daily operations of the campus environmental programs. Effective recommendations in hiring, etc. Providing work direction to a group of employees. Assisting others by providing guidance.
Full-time Student Enrollment:	26,400
Faculty and Staff:	8,300
Number of Buildings:	220
Number of Acres:	550

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Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA or the Age Discrimination in Employment Act (ADEA) or any of the other above referenced policies should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone (865) 974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the UTK Office of Human Resources, 600 Henley Street, Knoxville, TN 37996-4125.