

**The Research Foundation for the State University of New York  
for the College of Environmental Science and Forestry  
1 Forestry Drive, Syracuse, New York 13210-2778**

**September 1, 2021**

**Title:** Project Staff Assistant

**Unit:** Sustainability Division within the President's Office

**Duration:** 3 years, possible extension

**Location:** Syracuse, NY. Expected travel throughout State.

**Salary:** mid \$40s – mid \$50s (based upon experience)

**Introduction and Background**

The State University of New York (SUNY), College of Environmental Science and Forestry (ESF) in Syracuse, NY was the first environmentally-focused college established in the country, and it is currently recognized as one of the top-ranked environmental academic institutions in the US. For more than a century, it has been at the forefront of confronting environmental challenges of unprecedented number and complexity. With its primary campus in Syracuse and several regional campuses spread across New York State, ESF is located in a dynamic and diverse community with plentiful natural, cultural, and civic opportunities. The College humbly, proudly, and respectfully recognizes that all its campuses and properties reside on the ancestral home of the Haudenosaunee indigenous people.

ESF is SUNY's most unique campus, when one considers its passionate focus on the study of the environment; related science-, design-, and management-based successes; its regional campuses and 25,000 acres of property across New York State; and its national prominence and recognition among premier institutions in the country.

Working in concert with one of its most important partners, the New York State Department of Environmental Conservation (DEC), the DEC and ESF have created the NYS Center for Sustainable Materials Management (SMM) located at ESF. To help the College effectively manage this new center, ESF seeks a collaborative and motivated individual with broad project management experiences to provide administrative support and project management to the Center.

**The NYS Center for Sustainable Materials Management (SMM) at ESF**

The overall objective of the Center is to develop a comprehensive suite of options to promote and accelerate SMM as the primary method of choice for the management of discarded materials across New York State, focusing primarily on improving waste prevention, recycling, and addressing market access challenges for recyclable materials. This challenge has become more critical in light of the coronavirus pandemic of 2020.

Communities across the State are lacking the assistance and resources that would help them succeed in achieving the State's materials reduction, reuse, and recycling goals. Currently, community leaders have expressed the need for help in overcoming recycling's current challenges. Specifically, local governments and recyclers are now navigating the reality of substantially decreased recycling revenues and increased costs due to the lack of market access for their collected materials, and shifting priorities as a result of the pandemic.

The Center is currently fully-funded until the end of October 2024 (with the potential for funding after that period), and it will focus on six general activity areas. Each activity has a number of associated tasks and subtasks.

### **General Function and Scope of the Position**

Working under general supervision of the Executive Director, the Project Assistant is accountable for the operation of the project through administrative coordinating activities. Responsibilities include, but are not limited to:

- Maintain engagement and understanding of all non-research related projects in order to facilitate coordination and task progress;
- Support development of potential partnerships and opportunities for collaboration;
- Involvement, or potential management, of social media and web presence;
- Support management of a number of sub-awardees and/or subcontractors;
- Submit abstracts/presentations to conferences throughout State;
- Organize and facilitate meetings as needed; and
- Assist in development of new funding proposals for the overall project;
- Potential supervisory duties of student employees or interns;
- Day-to-day administrative functions necessary to ensure effective project/program operation including, but not limited to, purchasing, personnel, budget and financial reporting.

Related travel across the State is expected. Communication and project management responsibilities will be paramount.

### **Required Qualifications:**

Bachelor's degree in Environmental Science, Environmental Studies, Environmental Engineering, Public Administration, or related field, with 2 years of progressively more complex technical and managerial experience with associated administrative and coordinating experience relating to projects or programs involving external sponsors or within complex organizations.

### **Preferred Qualifications:**

- Advanced degree and prior education and/or experience in the recycling, solid waste, or sustainable materials management field is highly desired.
- The ideal candidate would have superior coordination, communication, project management, task prioritization, and interpersonal skills are required. The job requires analytical and problem-solving skills, independent judgment, collaboration,

and initiative to accomplish goals. The successful candidate should have the ability, background, and/or experience to work closely and successfully with varied audiences—from government agency representatives, business people, national organizations, and residents across New York State, to faculty, students, and other college leaders.

**Application Deadline:** Although applications will be accepted until the position is filled, interested candidates should submit their materials by September 30, 2021 to ensure optimal consideration.

**Application Procedure:** Employment application, resume, unofficial transcript must be submitted on-line at <http://www.esf.edu/hr/>. Include two writing samples, no more than three pages in length each. These samples should be a product of applicant's own work, and not a result of group or collaborative effort.

In accordance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" institutions of higher education are required to prepare an annual report containing information on campus security policies and campus statistics. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by SUNY-ESF; and on property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a printed copy of this report by contacting SUNY-ESF University Police at 315-470-6667 or by accessing the following web site: <http://www.esf.edu/univpolice/crimereports/>

SUNY ESF is a Smoke and Tobacco Free campus and is dedicated to providing a healthy and safe environment for the entire campus. For more information you can visit our Tobacco and Smoke Free Policy at [https://www.esf.edu/au/documents/ESF\\_Tobacco\\_Free.pdf](https://www.esf.edu/au/documents/ESF_Tobacco_Free.pdf)

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