

Position Description

Title: Assistant Director, Harvard Green Campus Initiative (HGCI)
Full or Part-time: Full-time

Duties and Responsibilities

- ◆ Reports to the Director of the Harvard Green Campus Initiative (HGCI);
- ◆ Provides program management support and ensures business continuity for the HGCI's High Performance Building Program for New Construction and Renovations, Campus Energy Reductions Programs and other programs as requested.
- ◆ Manages the development of HGCI services in response to expanding University commitments relating to green building design, green labs and the Allston campus.
- ◆ Develops and maintains internal HGCI management systems, performance review processes and assists with recruitment, training and retention of HGCI staff.
- ◆ Assists the Director in fostering strategic faculty research connections and supporting the HGCI's expanding role in the Allston campus development.
- ◆ Must meet an annual average requirement of 50% of hours to be spent and billed providing direct fee for service LEED/green building design support to schools and departments across Harvard.
- ◆ Undertake other responsibilities required by the HGCI Director

Required Education and Experience

- ◆ Undergraduate degree required, masters preferred
- ◆ Minimum of five years of experience in project management, with strong marketing experience preferred.
- ◆ Knowledge of Harvard University preferred.
- ◆ Strong skills in project management, strategic planning, communications, team management, innovation, problem solving, partnership building, marketing, and fund raising.
- ◆ Excellent communication, listening and interpersonal skills required. Ability to persuade stakeholders to buy-in to a project.
- ◆ Must be detail oriented and committed to full task completion
- ◆ Strong technical knowledge of high performance building systems and operation required
- ◆ Ability to work with shifting priorities and schedules
- ◆ Ability to work as a team player and independently, managing multiple projects and constituents simultaneously
- ◆ Proficiency in MS word, Excel, PowerPoint and ability to learn software as needed.