

Job Title: Coordinator, High Performance Building Resource

Department: Harvard Green Campus Initiative

Reports To: Assistant Director, Harvard Green Campus Initiative

Position Summary:

The Resource is designed to be both a clearing house and a living resource for all of Harvard's green building projects going forward. The resource is a web-based tool and is designed to ensure that Harvard's many staff and consultants are able to derive real benefit from the lessons learned on each green building project undertaken at Harvard University.

Duties and Responsibilities:

The Coordinator of the High Performance Building Resource will work with the staff of the Harvard Green Campus Initiative, including the HGCI Director, HGCI Assistant Director, and the HGCI web developer. The work will vary according to the progress of the project. Tasks will include:

- The day to day work of completing current plans for the Resource such as gathering and integrating key information relevant to high performance building construction and renovation, as required by the current web-site template.
- Maintain the website so that it is current with changes to LEED
- Coordinate with HGCI web developer on aesthetics, user interface, security issues and operability of the Resource.
- Research and identify building materials, products and technologies relevant to high performance building design, renovation and construction at Harvard University and maintaining a living archive of specifications, products and materials that have successfully been incorporated on Harvard University [and related] projects.
- Identify model green building specification language, model LEED submittals, and key project features from the various Harvard Building projects with which the HGCI is engaged.
- Work closely with Harvard staff across numerous departments to train them in effective use of the Resource.
- Solicit feedback from users and project stakeholders for continuous improvement and updating the tool.
- Assist with the development of new Resource capacities as determined by the HGCI team. This will involve addressing key high performance building resource needs at all stages of the design and construction process. It will also involve expanding the resource to support efforts in laboratory building construction and renovation along with Building Maintenance and Operations for existing buildings.
- Working with the directors, coordinate and implement training sessions for various stakeholders around the University.

Requirements:

- Qualified applicants will hold a related undergraduate and/or graduate degree, such as in architecture and/or mechanical or electrical engineering and/or construction management.
- Knowledge of the US Green Building Council rating system Leadership in Energy and Environmental Design is essential, LEED accredited professional strongly preferred.

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POSITION DESCRIPTION

- Professional experience with high performance building design preferred. Some professional experience in construction administration, specification writing, drawing construction documents would be preferred. Familiarity with a broad range of sustainable technologies encouraged.
- Demonstrated interest through course work or professional experience in sustainability and/or addressing the ecological impacts of building design and construction essential.
- Qualified applicants must have excellent team skills; must be able to understand and synthesize the thoughts of others; must have good attention to detail; must be experienced with computer based work and must be very fast learners.
- Strong writing skills and basic graphic skills are required.
- Some basic HTML and website development experience may be preferred, but is not a requirement.