

## JOB INFORMATION

Effective Date	12/9/2022
Job Code:	2267
Job Title:	Coord, Environmental Education Programs
Salary Grade/Structure:	030 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Academic Affairs
Job Family:	Institutional Research
Job Summary	The Coordinator manages the environmental education program and staff to develop and administer education programs for children and adults. Develop proposals and procure funding as well as goods and services through contracts to support and expand the Environmental Education program. Oversee and coordinate community volunteer and outreach programs and collaborate with internal and external partners that involve the environment, education, and sustainability.

## COMPETENCIES

### Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

## QUALIFICATIONS

### Education

Education Level	Education Details	Required/Preferred	
Master's Degree	Degree in Biology, Environmental Science, Education, or closely related field.	Required	

### Work Experience

Experience	Experience Details	Required/Preferred	
Some	Minimum three years of experience in higher education and public teaching and outreach in Environmental education.	Required	
Some	Five years of experience leading a small team in education and public outreach.	Preferred	

### Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Valid Drivers License	Upon Hire	Required	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Teacher Certification	Upon Hire	Preferred	

## Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of basic principles of Biology and Environmental Science.	Proficient
• Knowledge of workshop programs design and implementation.	Proficient
• Knowledge of curriculum instruction and assessment practices in science education.	Skilled
• Skills in oral and written communication of science subjects.	Proficient
• Interpersonal skills for collaboration and networking.	Proficient
• Skills in classroom management.	Skilled
• Ability to lead and train a team of staff engaged in Environmental Education.	Proficient
• Ability to work independently with minimal supervision.	Proficient
• Ability to effectively communicate and collaborate with internal and external partners and colleagues.	Proficient

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
• Develop and Administer Environmental Education programs for children and adults.	20%
• Manage the Environmental Education program including recruiting, hiring, and supervising staff, interns, and student workers.	20%
• Develop and submit proposals in response to funding opportunities to support and expand the Environmental Education Program.	20%
• Develop and coordinate community volunteer and outreach programs.	20%
• Serve on committees and collaborate with University departments and external partners that involve the environment, education, and sustainability.	10%
• Other related duties as assigned.	5%

## PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

Craft Workers - Outdoors

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting						
Lifting					X	
Carrying					X	
Pushing					X	
Pulling					X	
Climbing					X	
Balancing					X	
Stooping					X	
Kneeling					X	
Crouching					X	
Crawling				X		
Reaching					X	
Handling					X	
Grasping					X	
Feeling					X	
Talking				X		
Hearing				X		
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humid				X	
Wet				X	
Noise				X	
Hazards			X		
Temperature Change				X	
Atmospheric Conditions			X		
Vibration			X		

### Travel Requirements

Estimated Amount	Brief Description