

**JOB INFORMATION**

Effective Date	10/18/2021
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	This job has multiple responsibilities for developing and evaluating environmental education materials and programs, creating and coordinating teacher training on these materials, seeking funding to support curriculum development and training, interfacing EIH environmental education with the environmental community at the region, state and national levels and teaching science methods courses through the School of Education.

**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	with academic background in science & education	Required	

## Work Experience

Experience	Experience Details	Required/ Preferred	
Some	years teaching, public outreach, EE experience, word-processing & presentation software, Internet and instruction technology	Required	
Less than 3 yrs	Greater teaching experience	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	Teacher certification		Required	

## Knowledge, Skills and Abilities

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
KSAs				Proficiency

## JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

## Essential Functions

Essential Function	% TIME
• Provide environmental education training to various groups including teachers.	20%
• Teaching science methods courses in School of Education.	20%
• Plan and coordinate the Texas Envirothon program	20%
• Grant writing and fund raising.	10%
• Project and grant management.	10%
• Plan and coordinate EIH participation in conferences and community events and maintain a network of environmental educators.	5%
• Curriculum evaluation and development.	5%
• Supervise staff working on EE projects.	5%
• Represent EIH making presentations to external groups.	5%
• Other duties related to EE or the EIH as assigned by the Director.	0%

## PRE-EMPLOYMENT

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

## PHYSICAL DEMANDS/WORKING CONDITIONS

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						
Walking						
Sitting						
Lifting						
Carrying						
Pushing						
Pulling						
Climbing						
Balancing						
Stooping						
Kneeling						

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Crouching						
Crawling						
Reaching						
Handling						
Grasping						
Feeling						
Talking						
Hearing						
Repetitive Motions						
Eye/Hand/Foot Coordination						

### Working Environment

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

### Travel Requirements

Estimated Amount	Brief Description