

Job Description

Job Title:	Sustainability Living Lab Coordinator
Department:	Sustainability Office
Reports To:	Director of Sustainability
Jobs Reporting:	None
Salary Grade:	USG 7
Effective Date:	May 2021

Primary Purpose

The Sustainability Living Lab Coordinator facilitates the development and implementation of Waterloo's Living Lab program to connect campus sustainability efforts with the campus' academic mission. The program bridges the operational sustainability activities undertaken by the University of Waterloo with opportunities for applied and experiential learning, as well as for utilizing the campus as a test environment for sustainability efforts that can transform broader society. This position will also engage relevant academic units, in a supporting role, to integrate sustainability concepts and themes into courses and programs.

Key Accountabilities

Living Lab Framework

- Design and maintain a Living Lab framework to match practical campus sustainability challenges or opportunities with academic interests
- Build and maintain effective partnerships with operational staff to identify meaningful Living Lab projects suitable for course projects or research
- Build and maintain effective partnerships with faculty/instructors to integrate Living Lab approaches into coursework
- Design and maintain a website to display Living Lab opportunities, projects, and results/findings
- Identify grants or other funding opportunities to support the implementation of the Living Lab
- Coordinate publication of final projects on the program website
- Identify areas for and encouraging interdisciplinary approaches to Living Lab projects
- Develop and curate databases of relevant findings from Living Lab projects to enable longitudinal and/or multiphase projects
- Identify existing and develop recommended approaches for further leveraging similar models beyond the University campus and through community partnerships

Project Support and Coaching

- Support the smooth and efficient management of projects progressing through the Living Lab
- Conduct research on and promote best practice approaches to strengthen collaborative project design, scope effective student projects, and create criteria for implementation
- Organize interviews with relevant campus stakeholders as needed to support course projects and research, including conducting screening or high-level interviews where possible
- Provide information to student project teams to help scope effective project methods and outcomes
- Support data collection for student projects as appropriate and where reasonable
- Evaluate project success, usefulness, and impact after completion

Academic Sustainability Support

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- Act as a resource to academic units for integration of sustainability content within courses or programs, including but not limited to mapping and evaluation of sustainability-related curriculum, researching best practice
- Work with other campus units, as appropriate, to develop workshops, programs, or resources for departments and instructors
- Collect, maintain, and leverage inventories of sustainability expertise and research activity among Waterloo's research, in collaboration with campus partners
- Coordinate and develop case studies, reports, or guest lectures on campus sustainability efforts which could be integrated into classroom learning as requested by instructors
- Identify and support implementation of tools, as appropriate, to evaluate student awareness of sustainability – for example targeted sustainability literacy assessments

Data Collection and Management

- Support the Sustainability Office's collection and curation of major data sets to include in annual reporting
- Support Open Data formatting and deployment of relevant institutional data for integration in the Living Lab
- Support data analysis for institutional responses to third party reports and surveys

Sustainability Project Support

- Support delivery of the Green Labs program, as appropriate, among participating laboratories
- Build partnerships with instructors to engage students in on-campus sustainability opportunities, including events, support programs, and services
- Proactively identify and engage with opportunities to integrate sustainability with on-campus entrepreneurship activities

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- Bachelor's Degree required. Education or training related to environmental education or environmental science, policy, or practice.

Experience

- Minimum two years of professional work experience related to sustainability. Experience in a post-secondary academic setting is an asset.

Knowledge/Skills/Abilities

- Intermediate-level skills in Microsoft Excel (graphing, pivot tables, data models, descriptive statistics), Word (report formatting), PowerPoint (presentation design)
- Familiarity with database management approaches and best practices (Access, SharePoint)
- Excellent relationship-building skills demonstrated through developing, leading, and/or supporting collaborative partnerships
- Strong intrapersonal skills
- Excellent communication skills, both written and verbal
- Strong knowledge of sustainability frameworks and best practice
- Experience in collaborative project design and development
- Experience supporting or coaching students and other stakeholders

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| <ul style="list-style-type: none">• Familiarity with basic website management and maintenance is an asset |
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Nature and Scope

- **Contacts:** Internal: maintains relationships with faculty members and academic departments, operational units (Plant Operations, Food Services, Housing, Parking, etc.), CTE, Office of Research, relevant research institutes, and the Registrar's Office, among others; External: Develops and maintains relationships with peer university networks around sustainability, and relevant local community partners
- **Level of Responsibility:** The job has specialized work and involves initiating programs, coaching others, and facilitating programming
- **Decision-Making Authority:** Makes decisions on development of Living Lab program and activities within the confines of the Sustainability Office budget and aligned with the directions of the Environmental Sustainability Strategy
- **Physical and Sensory Demands:** Minimal sensory and physical demands
- **Working Environment:** Office environment with regularly scheduled working hours; occasional evening or weekend work may be required; limited travel