
Administrative Coordinator

Employee

Seated User

Details

First Name	Michelle
Last Name	Smith
Work Email	mmsmith@uvm.edu
Employee ID	

Employee Details

Employee Information

Please fill out the "Current Incumbent" fields if the incumbent is different than the seated employee.

Current Incumbent Name	Michelle Smith
Current Incumbent Job Title	Administrative Coordinator
Current Incumbent FTE	1.000000
Current Incumbent Term	12S
Current Incumbent Supervisor Position #	014117
Current Incumbent Supervisor Name	Vaughan,Robert B.
Current Incumbent Salary	54025.68

Title Information

Title Details

Position Title	Administrative Coordinator
Affirmative Action Review Required	

FLSA	Exempt
Job Code	3091
Position Category	Staff
Hiring Min	43000.00
Payband Midpoint	62350.00
Payband Max	81700.00
UE Quartile	
Staff Pay Type	37.5
Probationary Period	
Classified Indicator	Classified
Officer Code	N
Staff Union Code	NU
Driver's License Required	NA
Employment Requirements	
Family	Professional
Series	Administrative Services Professional
Shift 2 Amount	NA
Shift 3 Amount	NA
Preferred Quals Summary	Bachelor's degree in related field and 5-10 years' related experience required.

Position Details

Position Information

HCM Business Unit	Admin&Facilities/03
Job Code	3091
Position Title	Administrative Coordinator
Position Number (If new position, position number will be assigned.)	018403
FLSA	Exempt
Working/Business Title	Administrative Coordinator
Advertising/Posting Title	Administrative Coordinator
Employee FTE	1.0
Employee Term (months)	12
Supervisor Position # (Reports to)	014117

Supervisor Name (Reports to) Vaughan,Robert B.

Shift 1st

Posting Details

Job Summary/Basic Function Manage application of the USGBC LEED process for capital projects and major renovations. Recommend courses of action and best management practices for key campus operations topics. Compile and manage complex institutional data.As a university representative, collaborate with and serve as a resource and liaison with internal and external constituents

Posting Summary

Bachelor's degree in related field and four years work experience in the green building, capital planning, or architecture fields required. Knowledge of building design, sustainable building practices, construction processes, and the USGBC's

Minimum Qualifications

LEED rating system required. Experience working with members of the construction industry required. Knowledge of presentation, word processing and project scheduling applications required. Financial analysis, organizational, and communication skills required.

Desirable Qualifications

Experience working with higher education on sustainability academic planning groups highly desirable.

Additional Position Description Information

Administrative Supervision N/A

Functional Supervision N/A

Physical Demands & Work Conditions

Sitting at a desk for long periods of time. May be required to visit construction project sites; must wear appropriate safety gear including hard hat, hi-vis vest, and safety glasses. Hours may exceed normal office hours during deadline driven activities. Individual may be required to attend off-campus meetings, including at out-of-state locations.

Job Duties

Percent of Effort

Essential/Marginal

25% Green Building Coordination: Manage application of the USGBC Leadership in Energy and Environmental Design (LEED) rating system project certification process for qualified projects. Manage green building integrated design processes, communications, and policy requirements for all capital construction and major renovation projects on campus.

Essential/Marginal Function

Percent of Effort

20% Strategy Facilitation: Recommend courses of action and best management practices for key campus operations topics including green building and renewable energy. Research and author comparative analyses, benchmarking reports, and presentations for internal and external audiences. Compose communications that may be of a time sensitive or highly charged nature

Essential/Marginal

Essential/Marginal Function

20% Operations Project Management: Oversee implementation of selected infrastructure projects, including renewable energy and climate resilience projects.

15% Sustainability Relations: Collaborate with and serve as a resource and liaison with internal and external constituents; serve as a University representative at internal and external events and activities. Support and promote university green building and campus sustainability goals and initiatives by engaging students, co-teaching courses, participating in governance and advisory groups, position search committees, and climate action planning related to the built environment.

Percent of Effort**Essential/Marginal****Essential/Marginal Function**

15% Operations Data Management: Manage compilation of complex institutional data and provide high-level analysis, evaluation, and reporting for Climate Action Plan and related AASHE STARS credits.

Percent of Effort

5% Other duties as assigned

Essential/Marginal**Essential/Marginal Function****Percent of Effort****Essential/Marginal****Essential/Marginal Function**

Proposed Salary

Salary Justification**Relevant Years of Experience****Salary Justification****Human Resource Use Only****Action Outcome****Effective Date****PD Received Date**

Supervisory

Supervisor Position**Job Title**

Dir Capital Plnng & Mgmt

Position Number

014117

Org Unit	Capital Planning & Mgmt/11100
First Name	Robert
Last Name	Vaughan
Email	rvaughan@uvm.edu

Position Documents

1. [Staff - Department Org Chart](#) (PDF | 284 KB)
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Applicant Documents

Required Documents

None

Optional Documents

None

Supplemental Questions

Required fields are indicated with an asterisk (*).