Coordinator of Indoor Climate Research Training Program
Division of Illinois Sustainable Technology Center

Primary Position Function/Summary:
To oversee all aspects of the Indoor Climate Research and Training program, including serving as technical manager for the weatherization training program.

Major Duties and Responsibilities:
Supervise staff, insure facilities and equipment are properly maintained, grant and contract obligations are fulfilled, and data quality assurance standards and safety standards are met. Perform research on energy use and indoor environmental quality in buildings. Contribute to the development of national/state policy and standards on buildings. Develop research proposals to submit to outside funding agencies. Manage, analyze, and translate research and monitoring data into scientific findings and submit recommendations to funding agencies. Translation of the scientific data to the lay communities in meetings and in peer-reviewed journals is encouraged. Coordinate and cooperate with the University of Illinois and units of the Illinois Scientific Surveys; other universities, colleges, and museums; urban management agencies; and non-governmental organizations and public interest groups. Observe standards of professional conduct and strive for excellence in customer service including, but not limited to: a. Accepting accountability and ownership of actions b. Adaptability in accepting new challenges and responsibilities c. Focusing on customer needs and providing prompt, accurate resolution of customer issues d. Professional, quality, value added communications skills e. Working collaboratively with all stakeholders to improve the Indoor Climate Research & Training Center and Weatherization program.

Organizational Chart:
Vice Chancellor for Research
Executive Director, Prairie Research Institute
Director, Illinois Sustainable Technology Center
Coordinator of Indoor Climate Research & Training
Academic Professional, Hourly, and Student Employees