

## Student Job Description

Department: Facilities - Sustainability      Location: Facilities Building

Supervisor's Name: Alex Lykins

Please indicate hours/shifts available: Day time

Rate of Pay: minimum wage

Purpose/Role of the Position(s) within the Department:

Title of position - *Sustainability Coordinator Assistant*. The person filling this role will assist the full time Sustainability Coordinator in routine duties of sustainability operations and programming including office work (data processing and analysis, laminating, etc.), project management, advertising, event planning, promotional material development, record keeping, data collection, reporting and other tasks as needed. The position offers excellent opportunities to improve communication skills, familiarity with an office environment and project management. There will also be an opportunity to create and implement new sustainability programs/campaigns of your choice. If you have an interest in working in the environmental field as it pertains to policy, sustainability management, problem solving and solution implementation, then this is the job for you!

Duties and Responsibilities:

- Serve as an assistant to the Sustainability Coordinator
- Assist with sustainability initiatives and programming on campus
- Gain knowledge of and assist students, faculty and staff by answering questions, disseminating information about sustainability at Union College
- Participate in and promote sustainability related programs, resources, services and events
- Assist with green event planning, supervise events and coordinate/manage volunteers
- Develop, implement and manage publicity and outreach plans to promote sustainability programs/initiatives, events and resources including emails, flyers, posters, social media and campus outreach tables
- Serve as a liaison to campus organizations, residences and other departments to advertise and promote sustainability related events/programs/initiatives
- Assist in developing program and event schedule for each term (alongside U-Sustain's Education and Outreach Coordinator) by researching various topics, identifying appropriate timing for specific programs and Sustainability Calendar development
- Assist in managing the recycling program, supporting the Presidential Green Grant program and the Green Fee program
- Perform other related and unrelated duties as required

Qualifications for the Position:

- Energy and initiative
- Excellent organizational and communications skills (oral and written)
- Proficiency with Microsoft Office programs and internet use