2020-2021 JOB DESCRIPTIONS

The following positions serve in critical roles to support the mission and vision of the Sustainability Resource Center and our partnership with UCI Student Housing’s Sustainability Program.

Applicants should be passionate about the environment and related social justice issues. They should be self-starters and have an enthusiasm for sharing their knowledge and experience with other students.

REQUIREMENTS FOR ALL POSITIONS

- Can commit to position for one academic school year.
- Be currently enrolled in an undergraduate program at UCI with a minimum GPA of 2.4 and complete 12 units per quarter.
- Education or work background relating broadly to environmental or social sustainability.
- Desire to educate and advocate with peers for sustainability and related issues.
- Possess excellent written and oral communications skills.
- Administrative skills to develop project timelines, meet deadlines, and prioritize work.
- Excellent general office and clerical skills with an ability to complete jobs which require a high degree of attention to detail and accuracy.
- Comfortable with the basic functions of Microsoft Word, PowerPoint, and Excel.
- Excellent interpersonal skills including tact, diplomacy, and flexibility to communicate with a wide variety of people in a pleasant and efficient manner.
- Ability to work under time pressure and in a busy office environment in a productive and cooperative manner.
- Participate in ongoing sustainability and professional development training as needed.
- Employment is contingent upon successful background check.

DESIRED QUALITIES FOR ALL POSITIONS

- Is a current and/or previous resident of Arroyo Vista, Campus Village, Mesa Court, or Middle Earth.
- Preference will be given to candidates who have experience and personal interest in sustainability projects, such as waste diversion, food and gardening, energy efficiency, water conservation, social justice, and/or related fields.
- Experience with and understanding of systems thinking and using critical thinking to solve complex problems.
- Experience in on-campus environmental or other outreach, activism, and planning.
- Familiarity with UCI campus, staff, administrators, and student organizations.
- Skilled in data collection and analysis.
- Experience in graphic design, social media, and programs such as Google Drive, Wordpress, etc.
GENERAL JOB EXPECTATIONS

- Clock in on time. In case of an unavoidable absence, notify supervisor two hours before scheduled work shift.
- Maintain good personal hygiene and acceptable dress code.
- Appreciate the collaborative ideals of our program and work well with others.
- Demonstrate ability to work independently and with little supervision.
- Know, follow, and model University, Student Housing, Sustainability Program, and GSRC policies, mission, and values.

EarthReps Coordinator
4919 STUDENT ASSISTANT IV

POSITION OVERVIEW:
The EarthReps Coordinator oversees the recruitment, training, and progress of 20+, primarily first year, students.

Earth Representatives or EarthReps is a student training and community building internship for undergraduate on-campus residents offering education, skills, and hands-on experiences broadly related to sustainability. The EarthReps will become sustainability ambassadors in student housing. The program aims to train emerging leaders, expand campus awareness of sustainability, and build community among students, staff, and faculty. EarthReps will receive training in substantive sustainability issues as well as skills for initiating essential conversations among peers, planning hall activities, and other community building approaches. The Housing Sustainability Program Manager provides supervision and co-leadership in the development of projects and professional development training.

ELIGIBILITY: Full-time UCI students for the academic year with a minimum 2.5 GPA
WAGE: $14.50/hour (Student Assistant IV)
TERM OF EMPLOYMENT: September through June
HOURS: up to 12 hours per week
3 weeks of staff training 40 hours/week in September

FUNCTIONS/TASKS:
I. EARTHREP CURRICULUM & TRAINING (70%)
   a. Recruit, interview, and place students into the EarthReps Program.
   b. Set quarterly training schedule and curriculum. Recruit guest speakers. Organize tours and other experiential learning.
   c. Support Student Housing programming with the creation and evaluation of UCI Student Affairs Student Learning Outcomes.
   d. Identify opportunities that provide EarthReps with the background and transformative leadership skills necessary to:
      1. Promote and support sustainability literacy, sustainable living and behavior change in UCI Student Housing.
      2. Educate fellow residents about sustainability issues, including but not limited to waste reduction, recycling, energy conservation, water conservation, composting, sustainable food choices, consumption practices, and related social or economic justice issues.
3. Design, coordinate, and deliver in-hall or in-community programmatic events such as presentations, fairs, competitions, or residential audits.

4. Staff affirmative outreach tables and distribute information at Housing specific and campus-wide events.

e. Maintain a record of student participation, attendance, and progress in the program to award quarterly certificates of completion.

f. Organize outreach and training materials at the SRC.

II. OTHER ADMINISTRATIVE DUTIES (30%)

a. Attend weekly staff meetings and other meetings as deemed necessary.

b. Turn in a weekly report by Monday at 9am listing the previous week’s accomplishments and concerns as related to a quarterly work plan.

c. Complete all programming paperwork in a timely manner.

d. Assist the UG RL Programmer in the documentation and assessment of sustainability program aspects to review the success of outreach efforts and identify new ones, continually evaluate and retool pursuits.

e. Maintain general awareness of campus programming services and resources related to sustainability; refer staff and students to these resources when appropriate.

f. Maintain professional working relationships with other professional and student staff members.

g. Attend and participate in required staff activities, including training, in-service, and staff retreats.

h. Assist with community openings and closings (i.e. move-in/move-out days).

i. Complete project related reports or grant applications as needed.

j. Participate in ongoing sustainability and professional development training as needed.

k. Support Housing’s partnership with the SRC on campus by supporting SRC intake, campus tours, tool kit and lending library, and other resource center features.

l. Other duties as assigned by supervisor.

SIGN AND DATE