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.

SLICR Coordinator
4919 STUDENT ASSISTANT IV

POSITION OVERVIEW: The Student Leadership Institute for Climate Resilience (SLICR) Coordinator supports the development and implementation of annual offerings of SLICR Level 1 (summer leadership retreat) SLICR 2 (on-campus leadership training), and SLICR 3 (off-campus community engagement, service learning, and cultural immersion programs). The staff position will additionally organize regular SLICR alumni community building events, serve as a TA for any classes offered, and collect program assessment data. Through these efforts, promote and support sustainability literacy with a focus on how climate change, racism and all social injustice, economic inequality, and our challenged democracy are connected.

ELIGIBILITY: Full-time UCI students for the academic year with a minimum 2.4 GPA
WAGE: $14.50/hour (Student Assistant IV)
TERM OF EMPLOYMENT: July through June
HOURS: up to 12 hours per week
3 weeks of staff training 40 hours/week in September

MANDATORY MEETINGS & ACTIVITIES:
- May 14-15, 2020 - Facilitation Training (scholarship to attend)
- August 2020 DATE TBA - SLICR 1 Prep Day
- August 7-9, 2020 OR August 21-23, 2020 - SLICR 1
- March 19-24, 2021 - Tentative SLICR 3 excursion

DESIRED SKILLS:
- Knowledge of (or interest in learning about) sustainability practices and initiatives
- Have proven leadership experience/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.
- 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 independently, take initiative, and be proactive
- Ability to work under time pressure and in a busy office environment in a productive and cooperative manner.
- In good academic and disciplinary standing with the University
- Be able to attend all SLICR related trainings and programs

FUNCTIONS/TASKS:

SLICR 1 (Summer 2020)

- Assist with selection of and communications with program participants
  - Assist with application review
  - Assist with communications to participants (e.g., participant packet and updates)
- Coordinate with campus partners for the campus partner dinner
- Serve as lead mentor during SLICR, including but not limited to the following responsibilities:
  - Participate fully in the sessions and activities throughout SLICR for your own learning
  - Provide ongoing mentorship during the weekend, including during meal times and informally during break times.
  - Assist the SRC program coordinator with program logistics, including: check-in table set-up, participant registration and name tags, classroom setup and take-down, being the contact for partner dinner participants, and timekeeping for the weekend.

SLICR 2/3

- Assist with Quarterly Classes
  - Collaborate with Media & Marketing Coordinator on outreach
  - Assist with class preparation (weekly agendas, speaker coordination, class material prep, etc.)
  - Coordinate service-learning and academic excursions
  - Assist with class logistics (tracking assignments, reviewing assignments, attendance, etc.)
  - Create class learning outcome assessments
  - Meet with students to discuss their research projects
  - Lead or assist with class sessions

SLICR 3 Excursion (Tentative)

- Assist with and attend SLICR 3 planning meetings
- Assist with the recruitment and selection of program participants
  - Collaborate with Media & Marketing Coordinator on outreach
  - Host interest sessions, information tables, etc.
  - Assist with interviews and selection meetings
- Assist with the planning and facilitation of the winter retreat
  - Assist with and/or lead sessions and activities
- Assume leadership responsibilities during the trip (if attending), including but not limited to:
  - Keeping track of participants, particularly when moving from one location to another
  - Assist with communication between UCI Staff, EcoTeach representative, and local guides
o Assist with nightly reflections and activities with team
o Respond to any emergencies that may occur during trips
o Uphold Puerto Rico Program policies and procedures

SLICR Alumni Events
- Plan and execute SLICR alumni events
  o Coordinate invitations for SLICR alumni
  o Coordinate event logistics
- Assist with the planning and facilitation of any retreats or excursions
  o Assist with and/or lead sessions and activities

General Program Support
- Assist with program evaluation
- Assist with grant writing (in particular fall quarter)
- Assist with the large scale spring outreach event(s)
- Assist with outreach and social media efforts
- Assist with alumni connections and support
- Take the initiative to improve our workflow
- Attend project/event coordination meetings and all-staff meetings and trainings
- Provide general SRC program support

SIGN AND DATE