
2017-2018 JOB DESCRIPTIONS

UCI Student Housing SUSTAINABILITY PROGRAM



The following positions serve in critical roles to support the mission and vision of [UCI Student Housing](#)'s Sustainability Program and our partnership with the [Global Sustainability Resource Center](#).

1. Global Sustainability Resource Center Office Coordinator
2. EarthReps Coordinator
3. Residence Life Undergraduate Programmer

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.

Application: https://uci-oai.formstack.com/forms/sustainabilityjobsuci17_18
(See more complete application information below)



Application Deadline: Monday, April 10 at 11:59AM

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 2.5 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.

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.

**GSRC Office Coordinator
4919 STUDENT ASSISTANT IV**



POSITION OVERVIEW:

The GSRC Office Coordinator will manage daily operations of the [Global Sustainability Resource Center](#), administer Center communications, as well as place, train, and oversee GSRC and Student Housing Sustainability Interns.

The GSRC unleashes youth leadership for community resilience to a changing climate and cultivates a campus culture of sustainability. The GSRC is a hub for students, providing resources, education, and programming to forward environmental balance, economic vitality, and social equity. Students, as well as campus and community partners, are invited to share a platform from which to address the root causes of ecological disruption, deepen understandings of the interdependence of all life, and engage the challenges and solutions of sustainability in a campus, community, and global context.

The GSRC is anchored by a physical resource center offering a host of student services. Students come into the GSRC via our outreach programs, internship/fellowship placements, and trainings pathway. Our student and staff team co-creates actions with campus and community partners that build skills and experience.

This position will be supervised by the Housing Sustainability Program Manager and the GSRC Program Manager.

ELIGIBILITY:	Full-time UCI students for the 2017-2018 year with a minimum 2.5 GPA
WAGE:	\$TBA/hour (Student Assistant IV)
TERM OF EMPLOYMENT:	June 19, 2017 through June 15, 2018
HOURS:	12 hours per week 3 weeks of staff training 40 hours/week August 30 – September 15

FUNCTIONS/TASKS:

- I. OFFICE ADMINISTRATION (60%)
 - a. Serve as the GSRC Office Manager to set and maintain M-F daily hours of operation and oversee GSRC reception and intake of visitors.
 - b. Organize and oversee key GSRC elements such as tours of campus sustainability features, tool kits, lending library, and other resource center features.
 - c. Set and officiate weekly GSRC staff meetings and other meetings as deemed necessary, such as the monthly UCI Sustainability Co-Curricular Working Group.
 - d. Maintain detailed awareness of campus academic programs, co-curricular programming services and resources related to sustainability; refer staff and students to these resources when appropriate.
 - e. Create weekly e-digest of campus sustainability events.
 - f. Attend and participate in required staff activities, including training, in-service, and staff retreats.
 - g. Submit a weekly report.

- II. MARKETING & COMMUNICATIONS (20%)
 - a. Serve in Summer Quarter to provide outreach at the [Student Parent Orientation Program \(SPOP\)](#) and other orientation/recruitment events. Includes weekend events.
 - b. Manage and delegate GSRC digital content, communications, and marketing features such as the weekly digest email, student blog, social media pages, and campus sustainability events calendar.
 - c. Maintain professional working relationships with community partners, campus faculty, professional and student staff members.

- III. INTERN PLACEMENT AND MANAGEMENT (20%)
 - a. Assist with interviews and placement of GSRC and Student Housing Sustainability Interns. Interns currently include UC Global Climate and Food Initiative Fellows, Campus as a Living Lab Interns, Social Ecology Field Student Placements, and other academic independent study students.
 - b. Identify and fit interns into projects that forward sustainability at UCI including elements of GSRC operations such as reception, outreach, and communications.
 - c. Set and create the content of training for Center interns including outreach, time management, and communications skills.
 - d. Monitor interns' progress via regular check in meetings.
 - e. Evaluate interns' professional development plans at the beginning and end of each quarter.

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 2017-2018 year with a minimum 2.5 GPA
WAGE:	\$TBA/hour (Student Assistant IV)
TERM OF EMPLOYMENT:	August 7, 2017 through June 15, 2018
HOURS:	12 hours per week 3 weeks of staff training 40 hours/week August 30 – September 15

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 GSRC.
- 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 [Global Sustainability Resource Center](#) (GSRC) on campus by supporting GSRC intake, campus tours, tool kit and lending library, and other resource center features.
- l. Other duties as assigned by supervisor.

Undergraduate Programmer

4919 STUDENT ASSISTANT III



POSITION OVERVIEW:

The Sustainability Undergraduate Residence Life Programmer will manage or provide support to specific projects that serve campus residents, residence life student staff, and residential community representative bodies. The programmer will work to design, promote, implement, and evaluate sustainability initiatives throughout the Housing Department. Programmers may work closely with faculty, staff, administrators, and other students to engage them in their projects, spearhead educational campaigns that involve the entire community, and serve as a living resource.

The Sustainability Programmer will be a representative to the Resident Housing Association (RHA). The RHA is responsible for planning, implementing and evaluating a variety of initiatives and programs that support Student Housing’s Mission, Vision and Values. The Resident Housing Association also provides a platform for residents of the four undergraduate housing communities (Arroyo Vista, Campus Village, Mesa Court, and Middle Earth) to have a representative voice in their residential communities.

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 2017-2018 year with a minimum 2.5 GPA
WAGE:	\$TBA/hour (Student Assistant IV)
TERM OF EMPLOYMENT:	August 7, 2017 through June 15, 2018
HOURS:	12 hours per week Weekly RHA meetings Mondays 5pm-6pm 3 weeks of staff training 40 hours/week August 30 – September 15

FUNCTIONS/TASKS:

- I. EDUCATION & OUTREACH: 60%
 - a. Promote and support sustainability literacy, sustainable living and behavior change in UCI Student Housing by working with staff and residents on programming related to sustainability issues.

- b. Educate 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.
 - c. Design, coordinate, and deliver in-hall or in-community programmatic events such as presentations, fairs, competitions, or residential audits.
 - d. Staff affirmative outreach tables and distribute information at Housing specific and campus-wide events.
 - e. Support Student Housing programming with the creation and evaluation of UCI Student Affairs [Student Learning Outcomes](#).
- II. RESEARCH & EVALUATION: 20%
- a. Promote and support sustainable living in UCI Student Housing by working with staff and residents to identify and assess needs related to sustainability issues.
 - b. Perform quantitative, qualitative, or web and literary research as required of assigned projects, such as energy, waste, & waste audits or surveys, interviews, & focus groups with Housing staff or residents.
 - c. Assist 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.
- III. ADMINISTRATIVE DUTIES: 20%
- a. Attend weekly staff meetings and other RHA/RL 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. Maintain general awareness of campus programming services and resources related to sustainability; refer staff and students to these resources when appropriate.
 - e. Maintain professional working relationships with other professional and student staff members.
 - f. Attend and participate in required staff activities, including training, in-service, and staff retreats.
 - g. Assist with community openings and closings (i.e. move-in/move-out days).
 - h. Complete project related reports or grant applications as needed.
 - i. Participate in ongoing sustainability and professional development training as needed.
 - j. Support Housing's partnership with the [Global Sustainability Resource Center](#) (GSRC) on campus by supporting GSRC intake, campus tours, tool kit and lending library, and other resource center features.
 - k. Other duties as assigned by supervisor.

How to Apply

You may apply for all positions in one form. Please note which you are interested in and the order of preference.

Application: https://uci-oai.formstack.com/forms/sustainabilityjobsuci17_18

Application Deadline: Monday, April 10 at 11:59AM

During the Application process, you will be required to answer some short questions (250 words or less) and upload a Resume packet and Writing Sample and/or Graphics/Media work sample. There is no “save” feature to the application process, so we recommend you type your answers to these essay questions separately. To assist you with this, we have provided the essay questions here for you to review and prepare your answers.

- Why are you interested in the position(s) for which you are applying? (Please respond separately for each position you are applying for.)
- How will your skills and experiences enhance efforts of the Global Sustainability Resource Center(GSRC) and/or Housing community as we work toward sustainable culture change on campus?
- How would you go about building cohesion among our sustainable student community, gaining support amongst other students, and fostering sustainable behavior change?
- Describe your approach to working as a member of a busy team. Please also describe your experience in working independently with minimal supervision (if any). What are your time commitments for the 2017-2018 academic year?

Please be prepared to submit as one document:

- 1 page Cover Letter explaining your interest and qualifications for the position if not covered in the application questions.
- Resume or List of Activities
- At least 2 References (Contact Information only is acceptable)

You will also need to submit a Writing or Media/Graphics project sample of at least 3-5 pages.

If you are encountering difficulty with the application, or if you have any questions or concerns, please contact Rachel Harvey raharvey@uci.edu or 949-824-5263.