Move Out Donation Drive Attendant
4919 STUDENT ASSISTANT III
UCI Student Housing SUSTAINABILITY PROGRAM

Application: https://housing.uci.edu/employment/index.html
Application Deadline: Thursday, April 18, 2019 at 11:59PM

WAGE: $12/hour (Student Assistant III)
TERM OF EMPLOYMENT: May and June 2019
HOURS: up to 40 hours total, 6 to 15 hours per week

Position Description:
Move Out Attendants will help to service in-hall donation bins in the 4 undergraduate communities of Mesa Court, Middle Earth, Arroyo Vista, and Campus Village in cooperation with our community partners: Goodwill, American Textile Recycling Services, and FRESH Basic Needs Hub. Staff will help to deploy, maintain, and regularly check and empty donation bins. Staff will additionally help to promote the donation drive program, place up signage, and share information with residents.

Move Out Attendants serve in critical roles to support the mission and vision of UCI Student Housing’s Sustainability Program and the University’s path towards Zero Waste. The University of California system is committed to going zero waste by 2020, and we’re already diverting 82% of our solid waste from landfills at UC Irvine. The Annual Move Out Donation Drive collects an average 15 tons of reusable items from undergraduate residential communities.

Applicants should ideally 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.

ELIGIBILITY REQUIREMENTS
- Be currently enrolled in an undergraduate program at UCI with a minimum GPA of 2.5 and complete 12 units per quarter.
- Able to safely lift and carry 30 pounds as well as push a cart of items short distances.
- Employment is contingent upon successful background check.
- Must be available for training and drive coordination from May 20 through June 15 (through June 21 desired)
- Compatible with work study.

DESIRED QUALIFICATIONS
- Education or work background relating broadly to environmental or social sustainability.
- Desire to educate and advocate with peers for sustainability and related issues.
- Administrative skills to develop project timelines, meet deadlines, and prioritize work.
- 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.

Attend golf cart training.

GENERAL JOB EXPECTATIONS

- Ability to be dependable, prompt, manage time effectively, set priorities and take initiative.
- Ability to assess community needs and follow through with program planning.
- Clock in on time. In case of an unavoidable absence, notify supervisor 24 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.
- Knowledge and awareness of cultural diversity issues. Exhibit sensitivity to other people’s cultures, values and feelings.
- Ability to interact positively, constructively and effectively with community, staff members and other Housing Assistants.
- Ability to maintain confidentiality, and maintain professionalism.

Please be prepared to submit as one document:

- (Optional) 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)

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.