

Office of Facilities

Sustainability Assistant Position Description

Within the Office of Facilities, the Director of Energy and Sustainability strives to promote a culture of sustainability with the campus community by practicing operational efficiency, innovative collective action, and development of sustainably literate citizens. Key focus areas include; evaluating utility performance, strategic planning, and outreach and engagement with students, faculty, and staff.

Summary

The Sustainability Assistant is responsible for duties relating to energy analysis and sustainability data collection, as well as outreach and promotion of accomplishments.

Key Responsibilities

- Assist with the tracking of fuel and other utility usage on campus.
- Conduct waste stream analyses of campus waste and recycling with the goal of increasing recycling rates.
- Create content for social media and public outreach purposes to promote current initiatives.
- Collect data in the areas of Academic, Administration, Operations, and Engagement for the University's reporting to the Association for the Advancement of Sustainability in Higher Education.
- Connect with student organizations to engage volunteers from clubs for events such as Earth Day, Recyclemania, and Game Day Recycling.

Qualifications

- Students pursuing a Bachelor's degree in Environmental Science, Engineering, Biology, Marketing and Communications or Business are preferred, though others are welcome to apply with relevant experience.
- Proficient use of Microsoft Office including Excel, PowerPoint and Word. (Must be able to create tables and graphs using excel).

Skills & Requirements

- Excellent communication skills (verbal and written) as work involves working with various departments and community members.
- Highly organized, students must be able to take on a number of projects and prioritize their importance.
- Attention to detail, students must be able to analyze trends in data and highlight anomalies.
- Experienced with Microsoft Office programs including Word, Excel, and PowerPoint.

Application Process

Interested students, please submit the following items as attached documents by email to Laura Miller at LMiller@newhaven.edu :

- A cover letter, the cover letter must explain your interest in the position and detail any relevant experience in the area of the environment, energy and/or sustainability.
- Your current resume.
- A list of three references (please include at least one University of New Haven contact).

Applications will be accepted until 5:00 pm on Monday, November 5th. You will be contacted by email if you are selected to interview. You will also receive an email if you are not selected to interview.

Interviews will take place during the week of November 5th – 9th. The anticipated start date for the student will be Monday, November 12th, 2018. This is a year-round position. Students can work up to 20 hours per week during the semester.