

Student employment opportunities are available ONLY for undergraduate students.

Position Title: Sustainability Coordinator

Supervisor Contact Information: Megan Nolan – Megan.Nolan@salve.edu

Position Location: Misto Gatehouse

Position Description: The Sustainability Coordinator will support the University Sustainability Committee and the development of a University wide sustainability tracking system to advance Salve Regina University's commitment to environmental justice and sustainability.

Duties: The Sustainability Coordinator will work closely with the Sustainability Committee to advance Salve Regina University's commitment to environmental justice and sustainability. Typical duties will include, but are not limited to, the following:

- Gain a thorough understanding of the Association for the Advancement of Sustainability in Higher Education (AASHE) STARS program and associated metrics
- Compile data from across university areas and track progress towards meeting metrics
- Input data into the web-based reporting tool
- Serve as staff member for the University Sustainability Committee meetings (monthly).
- Assist with sustainability-related projects across the university as needed
- Coordinate engagement with environmentally related student clubs and organizations across campus.
- Support annual Earth Week activities throughout campus.
- Deepen the University's engagement with the Critical Concerns of the Sisters of Mercy, particularly the care for the earth.

Qualifications: The successful student will be interested in promoting issues pertaining to environmental sustainability and justice, be comfortable interacting with faculty, staff and students, have strong organizational skills, communication skills and extreme attention to detail. Proficiency with Microsoft Excel preferred.

This position will be 8 hours/week, \$10.50/hour, from January 27, 2020 – May 1, 2020. The position will continue in the 2020-2021 academic year and if interested, the preference is for a student who would be able to continue serving in the position in the coming year as well.

Competencies:

Students will strengthen:

- **Oral communication** and **professionalism/work ethic** through interacting with faculty, staff and fellow students
- **Teamwork/collaboration** by working collaboratively with faculty, staff, and members of the Sustainability Committee
- **Critical thinking/problem solving** by organizing and completing assigned projects
- **Time management** by adhering to timeframes and deadlines as assigned