

STARS Job Description

The primary role of the successful proponent will be:

- Plan, coordinate, complete and submit STARS report for MacEwan University
- Build relationships and partnerships with other MacEwan University departments
- Inform other MacEwan University departments about the Office of Sustainability's mandate
- Develop a process to annually gather key data for STARS and other Key Performance Indicators (KPIs) identified in the Strategic Campus Sustainability Plan

Secondarily, the successful proponent will:

- Assist in the creation of the Office of Sustainability's Annual Report
- Assist and support the Engagement and Outreach Advisor with the planning, delivery and evaluation of events and programs at MacEwan University
 - Support the coordination of volunteers and the Student Sustainability Leadership Committee
 - Support with the development and delivery of Green Spaces pilot
 - Assist in building content for Office of Sustainability website and engagement activities
- Investigate and build on opportunities in the community for partnerships and collaboration

Qualifications

- Undergraduate degree
- Passion for sustainability and working with interdisciplinary teams across the university
- Strong organization skills and experience reporting on KPIs
- Ability to build trust, communicate effectively, innovate and collaborate with others
- Demonstrated ability for planning, execution and measurement of initiatives
- Experience working in Sustainability in a university setting
- Must have the ability to work independently and collaboratively with a team
- Maintain a good rapport with team members and relationships with other departments

Length of Term: 5 to 6 months

Hours per Week: 35 hours

Suggested Pay Band (HR)

- Band C
 - \$39,312 to \$58,531 (annually)
 - \$21.60 to \$32.16 (hourly)