

SPECIAL PROJECT: SP-S124
INFORMATION TECHNICIAN

Date: October 5, 2018
Job Title: Environmental/Sustainability Technician
Classification: Information Technician
Department: Sustainability Office
Supervisor: Coordinator of Sustainability Office
Schedule: Monday to Friday: 8:30am to 4:30pm
Workload: Full-time, 35 hours per week
Salary: \$18.87 to \$28.04 (according to the Collective Agreement presently in force)
Contract: October 2018 to June 2019

NATURE OF WORK

The principal and customary work of the employee in this employment class consists in carrying out various technical duties related to the gathering, selection, consolidation and distribution of information and preparation of the college's organizational and promotional documents.

Specifically, the incumbent will perform various technical duties related to the gathering, selection, consolidation and dissemination of environment/sustainability-related information and data as well as implementing a volunteer and fieldwork student task, orientation and reporting system. Reviewing clear safety and protocol issues and organizing students, teachers and volunteers involved in Sustainability/Living Campus activities will be required to maximize efficiency and build capacity.

RESPONSIBILITIES

- Trains less experienced volunteers and fieldwork students, and supervises their progress and coordinates needs of other employees involved in the carrying out of sustainability responsibilities for which s/he is responsible
- Assists in research and data collection for the Sustainability Tracking, Assessment and Rating System (STARS) at Dawson College
- Gathers and prepares material needed for teachers and student projects involved in biodiversity research, other aspects of Sustainability or outdoor recreational and/or academic class activity
- Prepare reports on relevant files and is responsible for the gathering and presentation of information/data required for the College's AASHE certification and volunteer and fieldwork student progress.
- Schedule staff sustainability projects and classes at appropriate seasons and locations throughout the College.
- Provide technical support related to sustainability for research, indoor/outdoor extra-curricular and curricular activities using the Dawson landscape, and collecting appropriate program material and equipment for outreach and internal programs.
- Schedules and assists implementing provided content to develop training videos for staff and volunteers (Spring, summer and fall garden preparation)
- Carries out the implementation of environmental policies and practices
- Develop and maintain relationships with appropriate individuals and organizations to ensure that Dawson is an active and visible part of the community, responding to environmental needs
- Report regularly to the Supervisor on the progress of established goals and, when requested, provide reports and/or presentations
- Exercise adequate controls to ensure the projects operate within budget
- Perform other related tasks

QUALIFICATIONS

To have a diploma of college studies (DEC) in an appropriate specialty or a diploma or an attestation of studies which is recognized as equivalent by the competent authority.

CONDITIONS

- Knowledge of environmental education program planning and implementation
- Must be organized and have the ability to handle multiple projects simultaneously
- Strong problem solving and analytical skills
- Intermediate communication skills in English - oral/written/comprehension (*testing may be required*)
- Basic French communication skills (*testing may be required*)
- Basic knowledge of MS Word, Excel (*testing may be required*)
- Leadership and team building skills related to working with young adults with diverse cultural backgrounds
- Horticultural skills: Basic knowledge of garden upkeep and plants (*testing may be required*)
- Experience working with volunteers and understanding group dynamics is an asset
- Experience working with children is an asset (outreach planning & implementation)

DEADLINE TO APPLY: OCTOBER 15, 2018 AT NOON

We kindly ask all Dawson College employees to apply through the Omnivox – MyDawson Portal.

Include a cover letter with your application addressed to Anca Oprisi.

Please note that internal applicants within this category of employment have priority for all positions. We thank all applicants for their interest in Dawson College, but only those selected for an interview will be contacted. Dawson College adheres to an equal access employment program and, as such, encourages women, Aboriginal people, visible and ethnic minorities, and persons with disabilities to apply.