Position Description

**Department:** Associated Students Campus Recycling Program & Services

**Job Title:** Sustainable Office Program Assessor I

**Position Overview:** The Sustainable Office Program (SOP) at CSUN is designed to engage students, staff and faculty in implementing sustainable practices in their workspaces. SOP consultants assess administrative offices, focusing on sustainable alternatives to everyday practices. Under the immediate supervision of the SOP lead, the consultant assists with assessments, activities, research, resource recovery, and promoting sustainability at CSUN.

**Duties:** Communicate in a professional manner with office employees. Perform assessments of department and faculty offices and interview staff regarding their sustainability practices. Write reports on assessment findings, and make recommendations to each office. Communicate related issues to be addressed to appropriate campus departments. Assist Associated Students and the Institute for Sustainability in implementing the SOP throughout the university. Contribute to a database of participating offices.

**Qualifications:** Must be currently enrolled as a CSUN student. Students interested in pursuing a career in sustainability preferred, but not required. Possess excellent written and oral communications skills, with the capacity for developing and maintaining strong client relationships. Organized self-starter, high attention to detail, and excellent time management skills. Ability to use Microsoft Word and Excel. Leadership and teamwork experience.

**Location:** Sustainability Center

**Hours:** up to 20 hours per week (includes evening hours)

**Classification:** Class I

**Salary Range:** $12.00 - $14.50

**Desired Major(s):** Sustainability Minor (preferred)

**Desired Class Level(s):** Freshman – Sophomore (preferred)