Position Description

**Department:** Associated Students Sustainability and Recycling Services

**Job Title:** Sustainable Office Program I (SOP 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 will evaluate the sustainability practices of an office and its occupant(s), focusing on actions individuals can practice. Assessments will be scheduled with interested campus offices by AS Sustainability and Recycling in coordination with the consultants’ availability. Consultants will communicate with and meet representatives of the office, conduct the assessment, and provide a report on their findings with recommendations. Depending on the size and complexity of the office, it is expected that each assessment can take approximately three to six hours to complete, including the report preparation. Due to a recent merger with the LA Green Business Program, consultants are also responsible for understanding how the assessment checklist incorporates questions from both programs. Consultants will also be able to expand into new programming, such as the Green Events Guide/Certification. In addition to normal SOP duties, consultants will be responsible for developing and implementing a new Green Events Checklist for activities on campus.

Consultants will work on an hourly basis for the Associated Students in an apprentice position and contingent on level of experience. The Apprentice consultant (SOP I) works alongside a lead consultant as an assistant with on-the-job training to meet the goals of the SOP program. The position starts immediately and will continue through the 2018-2019 academic year and potentially beyond. The program is active during the summer and consultants may work during this time if available.

**Duties:** Communicate in a professional manner with office employees. Perform assessments of department and faculty offices and interview staff regarding their sustainability practices. Schedule assessments and follow-up meetings with department and faculty office staff. 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, both on the SOP records and LAGBP database. Expand the Green Events Guide and Checklist. Assist in preparing and conducting SC tours and presentations as needed.
**Qualifications:** Must be currently enrolled as a CSUN student. Currently or previously enrolled in Sustainability coursework (300, 310, 401); SUST 310 preferred. Familiarity with and demonstrated interest in energy efficiency and sustainability concepts. 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. Performed other duties as assigned.

**Location:** Sustainability Center

**Hours:** up to 13 hours per week (includes evening hours)

**Classification:** Class I

**Salary Range:** $13.25-$14.50/hour

**Desired Major(s):** Any

**Desired Class Level(s):** Any