

### Position Description

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

**Job Title:** Sustainable Office Program Practices Assessor I (SOPP 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 Assessors 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 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.

Consultants will work on an hourly basis for the Associated Students in an apprentice position and contingent on level of experience. The Apprentice assessor (SOPP I) works alongside a lead assessor 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 2015-16 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. 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. Assist in preparing and conducting SC tours and presentations as needed.

**Qualifications:** Must be currently enrolled as a CSUN student. Currently enrolled CSUN student 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 20 hours per week (includes evening hours)

**Classification:** Class I

**Salary Range:** \$10.00-\$12.50/hour

**Desired Major(s):** Any

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