

Sustainability Scholar Position Description

Mission Statement

College students are the sustainability professionals and leaders of the future. Regardless of their field, they will enter a working world with a new set of challenges and parameters that will define the work that they can and will do. It is critical that we, as an institution of higher education, prepare our students for the world that they will be leading. We can do this by equipping them with the knowledge, critical thinking skills, and hands-on experience they need to become the innovators and thought leaders of a sustainable and resilient future. By establishing foundations in collaborative research and interdisciplinary teamwork to tackle campus sustainability, this Sustainability Scholar Program (SSP) will complement our student's classroom-based learning experiences and better train students to understand and address society's most pressing challenges.

Purpose & Goals

This Program connects operational activities with the university academic mission and supports institutional change toward sustainability and resilience.

There are three main goals of this program:

1. Meaningfully engage students to understand and address sustainability challenges.
2. Cultivate a new generation of sustainability-minded professionals and leaders.
3. Foster collaboration across campus on sustainability projects to meet campus goals.

Sustainability Scholars will work within the Institute for Sustainability under the direct supervision of the Director and Sustainability Program Analyst. The Institute typically hires up to 4-6 positions annually, and student employees are expected to work 8-10 hours/week. Sustainability Scholars are CSUN students who are passionate about sustainability and are committed to enhancing existing, or creating new sustainability projects that contribute to the improvement of our campus environmentally, socially, and economically. These positions are expected to:

- Participate in a staff meeting at the beginning of each semester
- Participate in regular sustainability-related trainings and staff meetings
- Create and present a formal proposal outlining project details
- Participate in and staff Institute for Sustainability events
- Design a new, or enhance an existing, on-campus sustainability project or program
- Implement the approved project with the support of the Institute for Sustainability and other campus faculty/staff (as necessary)
- Develop a work plan and track progress in a weekly report
- Present final project at an end of the year symposium and/or professional conference
- Showcase project during campus events such as Earth Week
- Commit to one year with the program
- Additional tasks as assigned

FOCUS AREAS

In Spring 2019, Sustainability Scholar positions will be organized in teams with specific focus areas, including:

- **Food and/or Garden:** Work with CSUN Dining to increase sustainable campus food sources and increase the availability of fresh, healthy options on campus. Promote CSUN Dining sustainability initiatives. Work on sustainable food choice and food waste reduction initiatives. Work with volunteers in the CSUN Food

Garden. *Requires some knowledge and interest in sustainable food and the ability to creatively design new, or improve existing, dining programs.*

- **Education and Outreach:** Coordinate Institute sponsored events such as Sustainability Day, Water Day, workshops, and garden workdays as well as other tabling opportunities including America Recycles Day, Earth Fair, etc. Raise awareness about sustainability issues to the campus and community through outreach campaigns, such as tabling at events and giving presentations. *Requires passion for educating others about sustainability, ability to speak in public, creativity, strong organizational skills, and attention to detail.*
- **Graphic Design & Social Media:** Promotional material design and maintenance of Institute for Sustainability social media platforms (website, Facebook, Twitter, Instagram) and monthly electronic newsletter (The Footprint). *Requires creativity, writing skills, and understanding of various social media platforms. Experience editing photos and creating videos is desirable.*
- **Reporting & Assessments:** Conduct research and work with campus stakeholders to collect and analyze data for campus greenhouse gas inventory, STARS (Sustainability, Tracking, Assessment & Rating System), surveys, campus spend reports, etc. *Requires data analysis skills, strong organization, and attention to detail.*
- **Conservation Assessments (e.g., energy, water, waste reduction):** Examples include: Conduct waste, energy, and/or water audits, create educational campaigns, and promote conservation and resource reduction initiatives on campus. This position will work closely with Facilities Planning and Associated Students. *Must be passionate about resource management and not mind getting dirty.*
- **Survey Development:** Conducting literature reviews, survey development, dissemination, and data coding for a variety of projects related to sustainability and conservation. This position will work closely with the Director and Sustainability Program Analyst of the Institute for Sustainability, as well as faculty members across campus.

DESIRABLE QUALIFICATIONS:

- Have excellent written and verbal communication
- Be able to work within a group, independently, and be comfortable speaking in public
- Respond to emails in a timely manner and understand the importance of communication
- Have effective time management, ability to meet deadlines, and have attention to detail
- Knowledge of sustainability issues and a passion for sustainability are strongly desired
- Have general knowledge of CSUN sustainability goals and have ready CSUN Sustainability Plan
- Familiarity with Microsoft Office Suite (especially word processing and spreadsheets), Google Drive, and online research methods are highly desirable

Applicants must be an enrolled undergraduate or graduate student at California State University, Northridge in good standing (3.0 GPA desired). Sustainability Scholars will be paid \$12/hour for 8-10 hours a week for 16 weeks. Additional hours during academic breaks and occasional weekend events may be available.

HOW TO APPLY:

If interested, please submit a resume and cover letter to sustainability@csun.edu with the subject line 'SUSTAINABILITY SCHOLAR' by Friday, December 14. Your cover letter should clearly indicate which focus area(s) you are interested in pursuing. ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED. Eligible students will be contacted for an interview in January. Thank you.