DUTIES AND RESPONSIBILITIES

Reporting to the Associate Vice President for Hospitality Services:

- Maintains the Real Food Challenge database and leads annual procurement assessment
- Researches sources of sustainable food and supplies
- Researches comparable institutions’ dining sustainability programs
- Presents research in a clear, detailed and appropriate format
- Assists Campus Dining staff members with planning, organizing, implementing and promoting new procurement selections
- Assists with coordinating and promoting Campus Dining sustainability initiatives, special menus and events
- Serves as co-chair of the Campus Dining Working Group, attends all meetings and sub-group meetings – chairs the Food Systems sub-group
- Works with community members to improve perception and transparency of Occidental’s dining service
- After training, will manage the tasks of a team of 2-4 peer interns
- Performs general office duties (filing/telephones/on-campus errands, other) as requested

REQUIREMENTS

- Experience with or interest and knowledge of sustainability
- Proficiency with Microsoft Word, Excel and social networking applications
- Proficiency with graphic design applications preferred
- Strong organizational, research and documentation skills
- Strong interpersonal, verbal and written communication skills
- Proven ability to work in a deadline driven environment
- Ability to work independently
- Office dress code

This is a fantastic position (and great resume builder!) for anyone interested in sustainability, food systems, and making a difference on campus. This position has proven to be an avenue for national networking, as well as a stepping stone for post-graduation employment in the field of sustainability. Applicants must be reliable, hard-working, creative, and able to carry independent projects/ideas from inception to completion. You must also be able to manage several projects simultaneously.

The learning curve for this position is significant. We are looking for someone who will learn on the job this year, then take over the lead position when the current incumbent graduates in May 2016. Preference will go to first year students, or sophomores who do not intend to study abroad.

Work study/work award preferred but not required. Work award must permit at least 10 hours per week towards this position. Summer work available and required for at least one summer (includes housing and meals).

Send your resume and a 4-6 paragraph cover letter describing your interest in the position to munoz@oxy.edu. Oxy student application and supplemental application also required.