Sustainability Assistant
Facilities Management
Spring 2020

DUTIES/RESPONSIBILITIES:
• Assist in data analysis of various sustainability metrics, including waste, water, electricity, and gas
• Assist with the planning and implementation of new sustainability programs on campus
• Plan/coordinate events, including the dorm electricity competition, Earth Month, Campus Sustainability Day, etc.
• Monitor, audit, and empty the compost bins added in the Library, JSC, and Johnson Hall
• Other duties as assigned

QUALIFICATIONS/PREFERENCES:
• Demonstrated interest in sustainability concepts and/or the sustainability sector
• Interest in social media, campus outreach/education, and event planning
• Strong communication and time management skills, and the ability to work independently

Position End Date: May 16, 2020
Work Schedule: 8 hours/wk; M-F 9-6pm, Sun 5-9pm
Starting Pay Rate: $14.25/hour

To apply, please contact: Tiffany Feng at tfeng@oxy.edu and Remy Barbiero rbarbiero@oxy.edu