



SUSTAINABILITY

Ursinus College

UC GREEN NETWORK COORDINATOR: Sustainability Fellow Position Description

The Office of Sustainability (OS) works with campus and community partners to integrate environmental stewardship, social equity, and economic viability into College operations and campus life. The Office of Sustainability oversees the College's Sustainability Fellows program. In doing so, the office is providing students with the opportunity to work on sustainability initiatives on and off campus within a professional setting.

The Sustainability Fellows are ambassadors for sustainability to the Ursinus community first and foremost. We expect all of our Fellows to be passionate about sustainability and enthusiastic about spreading the word about sustainability to others. Through this position, Fellows will develop critical thinking, professional skill sets, and leadership traits that will last well beyond the student's life at Ursinus College. Sustainability Fellows research, design, and implement outreach projects and communicate with the campus community about complex sustainability issues. The Sustainability Fellows are supervised and mentored by OS staff, meeting weekly as a class group, and one-on-one bi-weekly meetings with professional staff. These meetings provide opportunities for Fellows to receive feedback and support on their projects from both peers and professional staff, while also working as a team to achieve their goals. The OS staff members are intentional about making office hours available so that Fellows can arrange one-on-one meetings to discuss any questions or concerns, or to ask for guidance on a particular topic.

Interested students are asked to apply via the Ursinus College Sustainability webpage and following the directions to submit an application. (Click on the link to be directed to the OS Fellows Page:

www.ursinus.edu/offices/sustainability/get-involved/get-involved-students/sustainability-fellows)

General Qualifications (applicable to all positions)

- Must be a full time student, who will be on campus, for the Fall 2018 -Spring 2019 semester
- Must be an enthusiastic proponent of sustainability (**you do not have to be an ENV major!**)
- 2018-2019 (rising) Sophomore, Junior, or Senior status (depending upon the position, First Year students can apply with permission from OS Director)
- Ability to work independently on projects, as well as in a group setting
- Leadership and/or community service experience a plus
- Excellent organizational skills:
 - Able to manage and communicate diverse information from various stakeholders in a timely fashion
 - Must be familiar with Microsoft Office Suite (Word, Excel, Power Point, Outlook)
 - Must be willing to take direction from OS staff members regarding content and style of materials produced
- Maintain a 3.0 GPA or higher

General Responsibilities (applicable to all positions)

- Serve as a leader on campus for sustainability education
- 3-5 hours minimum/week. (Some positions may require more hours throughout the year or during certain focused time frames)
- Position durations vary; refer to specific individual position details
- Mandatory attendance at the following:
 - Participate in mandatory leadership and team training a few days before first-year student August move in, as well as participate in and lead sustainable move-in efforts for first year students.
 - Weekly Fellows Class (One credit readings course upon acceptance into the program)



- Bi-Weekly one-on-one meetings with OS Staff member
- Other Fellows' events (either those planned by Fellows or held for them)
- Other formal OS events including but not limited to:
 - Volunteer a minimum of 2 hours at Earth Day event (April)
 - Volunteer a minimum of 8 hours during Move-Out (May)
- Participate in and table at events during:
 - Sustainability Week, Earth Week, Earth Day, and
 - Other sustainability events

General Benefits of Being a Sustainability Fellow (applicable to all positions)

- 1 credit course each semester
- Small stipend
- Professional skill development, including:
 - Opportunities to participate in conferences and workshops
 - Presentation and communication skill building
 - Team-building experience
 - Leadership training
 - Project development and project management

UC GREEN NETWORK COORDINATOR FELLOW – SPECIFIC RESPONSIBILITIES AND EXPECTATIONS: Reporting to the Office of Sustainability (OS) staff, this position requires creating and managing a new “UC Green Network” for student volunteers. This position will work across campus on outreach events, serve as a sustainability representative to campus, and work with staff, faculty, and Fellows to develop and expand a culture of sustainability on campus. The Fellow will be responsible for collaborating with other offices and campus organizations (for example, Residence Life, UCARE, clubs/activities). The UC Green Network Coordinator Fellow will be responsible for being an ambassador to the Ursinus campus community. The Fellow will work on an array of projects that promote sustainable lifestyles on campus. The ability to organize, juggle multiple projects, and motivate peers is key to the success of this Fellowship. The UC Green Network is one that strives to be visible on campus. The Coordinator Fellow must be able to schedule the program as a priority, leaving time to complete their coursework and other activities they are involved with on campus while still keeping their commitments to the program.

Position Duration: 1 Academic Year (Fall 2018 - Spring 2019)

Specific Responsibilities:

- Oversee and manage the student UC Green Network volunteers as they work on various projects on/off campus
- Collaborate closely with OS staff members on creating sustainability-related content and design for a monthly OS newsletter and the OS Ursinus webpage
- Assist OS staff in streamlining OS communications with the Ursinus community including but not limited to: utilizing on-campus media resources such as events calendar and TV advertisements, and posting on social media
- Post a variety of photos, comments, news articles, and events to the OS's various social media outlets, including Facebook, Twitter, and Instagram
- Collaborate with the broader Ursinus community and Communications Office, maintaining a good relationship with them in day-to-day interactions as well as strategizing on larger projects.
- Professional Responsibilities:
 - Works successfully with professional staff, faculty, and students to implement/coordinate projects, campaigns, and events
 - Hands in all necessary reports/paperwork



- End of year report/presentation

General Grounds for Termination (applicable to all positions)

- Failure to meet expectations as listed above
- Failure to follow through with responsibilities
- Failure to appropriately communicate with OS Staff
- Unprofessional behavior

Withdrawal (applicable to all positions): Positions require at least two weeks' notice of withdrawal from program

