SUSTAINABILITY
Ursinus College

ENERGY FELLOW: 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: https://www.ursinus.edu/offices/sustainability/about-us/sustainability-fellows/)

General Qualifications (applicable to all positions)

- Must be a full time student, who will be on campus, for the Fall 2020 to Spring 2021 semester
- Must be able to enroll in a Fall IDS 1 credit course that will take place at 3:30-4:20pm every Monday. The spring course will be held Mondays at 7:00-7:50.
- Must be an enthusiastic proponent of sustainability (you do not have to be an ENV major!)
- 2020-2021 (rising) Sophomore, Junior, or Senior status
- 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

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

ENERGY FELLOW – SPECIFIC RESPONSIBILITIES AND EXPECTATIONS*:* Reporting to the Office of Sustainability (OS) staff, the Energy Fellow will observe and scrutinize Ursinus College's energy consumption across campus. The Energy Fellow will assist in collecting energy use data to help the college observe the American College & University Presidents' Climate Commitment through carrying out the Green House Gas Inventory and administer the Climate and Sustainability Action Plan. Additionally, the Energy Fellow may be asked to assist with programs such as the Green Certification, and the campus Energy Competition. This will require organizing data, collaborating with facility staff, and educating the campus community about the impact of energy consumption.

Position Duration: 1 Academic Year (Fall 2020 - Spring 2021)

Specific Responsibilities:

- Collaborate closely with Office of Sustainability staff on all aspects of collecting energy usage data
- Collect and organize energy data from energy bills & Campus Dashboard
- Share basic energy consumption patterns with campus through creative and interactive events
- Assist with reporting for the Green House Gas Inventory as part of the President's Climate Commitment
- Collaborate with the Ursinus Facilities Services, 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