

**ASSOCIATED STUDENTS  
ENVIRONMENTAL AND SUSTAINABILITY PROGRAMS  
GREEN ENERGY FEE EDUCATION COORDINATOR (3 QUARTER)**

**Green Energy Fee Education Coordinator Statement of Purpose:**

The Green Energy Fee Education Coordinator works to educate and engage the campus community around the Green Energy Fee Program and its benefits and opportunities.

**About the Department:** The purpose of AS Environmental & Sustainability Programs (ESP) is to inform, educate, and provide resources regarding a variety of issues surrounding environmentalism and sustainable practices.

**Term of Position:**

This is a three quarter position. Position holder is required to attend AS orientation prior to the start of classes fall quarter. In the spring quarter before the position term an internship of 15 hours must be completed with the outgoing position holder. This internship is unpaid, and is not required if the outgoing and incoming position holder are the same individual.

**Salary:**

Position earns .77 FTE - C salary index as established by the AS Board of Directors for the current fiscal year paid out of the Green Energy Fee. This position requires on average 15 hours per week. Position holder may work more some weeks and less other weeks depending on program needs. Position holder is paid through winter and spring breaks but is not required to maintain office hours during that time.

**Reportage:**

The Green Energy Fee Education Coordinator reports directly to the Environmental & Sustainability Programs (ESP) [Associate](#) Director and works with the ESP staff.

**Required Qualifications:**

1. Must maintain a minimum of 10 credits for undergraduates and 8 for graduates during employment.
2. Must maintain a minimum of 2.00 cumulative grade point average.

**Recommended Qualifications:**

1. Ability to work collaboratively with people of diverse backgrounds and opinions.
2. Self-motivation and creativity.
3. Desire to involve and educate the campus and the greater community.
4. Organizational and event planning skills or knowledge.
5. Basic computer skills including word, excel, email; ability to learn/use web software.
6. Experience planning and implementing communication and publicity efforts.
7. Experience with organizing and facilitating activities or events

**AS Responsibilities:**

1. Attend AS Employee Orientation prior to the start of Fall Quarter.
2. Attend mandatory trainings put on by the Personnel Office throughout the term of the position.

3. Serve on hiring committees as suggested by the Personnel Director.
4. Work with supervisor and Personnel Director to revise and update position job description.
5. Follow all AS Policies and By-laws.
6. Evaluate hourly employees under your direct supervision according to the evaluations procedure outlined in the AS Employment Policy.
7. Work with supervisor and office staff to revise and update this job description as assigned. These changes should be submitted to the Associated Students Personnel Director.

#### **Environmental and Sustainability Programs Responsibilities:**

1. Establish and maintain an effective working relationship with other ESP team members.
2. Attend ESP Fall Training, and ESP staff meetings.
3. Attend meetings with ESP Associate Director and GEF Graduate position as scheduled.
4. Turn in paperwork to ESP Associate Director in a timely manner (program planning worksheets prior to dedicating any time or money to an event and event evaluations within one week after event, office traffic sheets, etc.).
5. Implement systems to track and assess student use of the Green Energy Fee Program.

#### **Position Responsibilities:**

1. Devote a total of 15 hours per week to [AS business position responsibilities](#).
2. Establish and maintain a minimum of 10 office hours per week.
3. Coordinate educational programming and outreach.
4. Develop and implement a media campaign to encourage students to submit Green Energy Fee proposals.
5. Develop promotional materials for new and returning students that highlight the benefits and opportunities of the GEF Program.
6. Utilize social media to advertise and promote the GEF Program.
7. Develop and provide educational workshops to help students learn how to create GEF Proposals.
8. Develop educational materials to accompany and highlight existing GEF projects.
9. Consult with GEF Graduate position concerning ongoing projects.
10. Maintain familiarity with GEF proposal processes.
11. Set up and staff a table at Red Square Info Fair, Western Preview, and other events during the academic year.
12. Maintain and update a record of activities.
13. Provide training to the incoming Education Coordinator during Spring Quarter.
14. Make regular reports to the Vice President for Student Life and the Green Energy Fee Committee.
15. Perform other duties as needed or assigned.

***The Associated Students is an Equal Opportunity Employer***

*Job Descriptions are subject to change in accordance with the AS Employment Policy*

Revised 9.25.10