

POSITION DESCRIPTION

Approved On:

October 3, 2024



Position Title: Sustainability Coordinator

Rate of Pay: \$16/hr.

Employment Status: Student Employee

Location: San Bernardino Campus

Hours Per Week: 15-20 hours

Description: Under the general supervision of the Associate Director, the Sustainability Coordinator is responsible for leading and promoting sustainability efforts on campus. The individual in this role will perform a variety of skilled tasks and will help oversee the operational duties of the CSUSB Community Garden (Coyote Garden). They will work with community and campus partners to facilitate programming and marketing for the space.

Student Learning Outcomes (SLOs):

- 1) Student Employee will be able to apply concepts of sustainable development at the community garden and help expand the space and promote to the campus community.
- 2) Student Employee will demonstrate a broad understanding of gardening and composting to help educate others through marketing and programming.

Job Duties & Responsibilities

- Develop, enhance, and assess sustainability efforts for the ASI office and on campus
- Research topics focusing on general sustainability practices to create new programs to better educate the campus community about these topics
- Work with community and campus partners to facilitate programming, marketing, and maintenance for the Coyote Garden
- Recruit, train and oversee student volunteer system for students interested in assisting with the Coyote Garden
- Help manage digital marketing and social media for the Coyote Garden
- Serve as a student representative for campus-wide sustainability committees and/or efforts
- Work closely with the Inland Empire Resource Conservation District (IERCD) on garden projects
- Assists with budget expenses related to projects as assigned
- Perform a variety of manual/administrative tasks and other duties as assigned

Minimum Requirements

- Good oral and written communication skills
- Basic knowledge of gardening and garden maintenance

- Ability to work outdoors and indoors based on projects
- Ability to use Microsoft Office Suite (Word, Excel, PowerPoint, Outlook & Teams)
- Ability to nurture healthy lines of communication with various campus groups

Preferred Qualifications

- Interest and/or enrollment in Sustainability, Environmental Studies, and/or Geographic Information Systems (GIS) coursework

Eligibility

- Must be a currently enrolled student at Cal-State San Bernardino
- Must be in good academic and conduct standing with the university (no probation, conduct violations or proceedings)
- Must have (before applying) and maintain a 2.0 semester/cumulative GPA

For more information on this position, please email asi-hiring@csusb.edu.