**Department of Recreational Sports**

**Student Sustainability Coordinator**

The Department of Recreational Sports at Oregon State University is committed to achieving excellence through cultural diversity and actively encourages applications from women, persons of color, and individuals from other underrepresented groups. Interview questions will be developed based on the information in this job description. This position is available to individuals that demonstrate exceptional leadership skills, understanding of risk management and have maintained clean and positive employee files.

Department of Recreational Sports Mission Statement:

We inspire healthy living by providing quality recreational and educational opportunities for the OSU Community.

Definition and Purpose:

The Student Sustainability Coordinator serves to assist the Department on Recreational Sports in advancing our commitment to sustainability in collegiate recreation. The Student Sustainability Coordinator will advocate for sustainable programs, initiatives and projects within the Department of Recreational Sports. The position will assist with creating, developing and implementing sustainability projects, educating the OSU community about environmental, social, and economic sustainability initiatives, and assessing the impact and outcomes the DRS commitment to sustainability.

Department of Recreational Sports Employee Expectations:

* Model, promote and consistently enforce policies for the Department of Recreational Sports.
* Maintain written and oral communication with other staff members, supervisors, and administrative staff.
* Maintain required certifications.
* Attend orientation, trainings and all staff meetings.
* Maintain and promote a safe and fun environment for all participants and staff.
* Provide quality customer service to all patrons.

Position Duties and Responsibilities:

* Assist, develop and implement sustainability programs and educational materials for the Department of Recreational Sports.
* Perform research on sustainability initiatives, collegiate zero waste and other sustainability practices and educational initiatives.
* Research and maintain working knowledge of best practices at peer institutions with regards to sustainability.
* Collaborate with other on-campus sustainability partners.
* Collect data and information on DRS sustainability practices.
* Create quarterly newsletters, write articles and use other forms of communication to educate the student body on DRS sustainability efforts.
* Serve as the liaison between the Student Sustainability Initiative(SSI) and DRS.
* Maintain electronic and paper files.
* Record and manage minutes of the sustainability work group meetings.
* Work with the DRS New Media Coordinator to communicate and promote the DRS sustainability initiatives.
* Assess current and potential future sustainability actions and their correlation with the NIRSA “Healthy People and Communities” sustainability model.
* Attend staff meetings and trainings.
* Maintain office hours during each term.
* Assist with other department activities as assigned.

Preferred Work and Extracurricular Experience:

* Previous employment, involvement or knowledge of the OSU Department of Recreational Sports.
* Ability to operate independently and collaboratively within the Department of Recreational Sports and with a variety of on campus partners.
* Previous experience with sustainability education, communication or other sustainability related employment.
* Ability to multi-task and demonstrate organizational skills.
* Awareness of safety concerns and risk management.
* Ability to provide positive customer service, critical thinking and problem solving skills.
* Awareness of and appreciation for individual uniqueness and diversity.
* Excellent oral and written communication skills.
* Experience with Microsoft Outlook (use of calendars), Word, Excel, Access, Powerpoint and Publisher.

Education:

Must be a currently enrolled system/non-system student.

Certifications:

First Aid, CPR/AED for the Healthcare Provider and DRS Bloodborne Pathogens certifications will be required before employment begins.

Period of Employment:

One academic year (contingent employment is dependent upon satisfactory completion of a 30 day probationary period and satisfactory job performance as evaluated by the area leadership team). 10-15 hours per week. This position works within the normal workday hours, 10:00am- 6:00pm.

Compensation:

Student employees are paid an hourly wage consistent with the OSU Student Employment Pay Rate Guidelines. The Department of Recreational Sports identifies pay ranges base upon job duties, level of responsibility and complexity of the work to be performed. Anticipated pay rate for the Student Sustainability Coordinator is $9.60 per hour.