

## Job Descriptions 2020-2021

### Undergraduate Campus Reporting Lead

<b>Job Category</b>	Reporting Lead
<b>Summary of Duties</b>	The Campus Reporting Lead will focus on distilling long, complex, and highly technical reports and datasets into reports that can be read and digested by the general public. Projects will include the campus greenhouse gas inventory, the campus mobility survey, campus energy and water use intensity, and others as assigned. Attend weekly staff meetings and organize/manage other undergraduate employees and volunteers. Plan and run weekly meetings with graduate fellow and undergraduate team mates. Assist in preparation of quarterly and annual reports. Perform other work as required or assigned.
<b>Skills, Knowledge, and Ability</b>	The ideal candidate for this position feel extremely comfortable reading and understanding technical reports, and has advanced communications and writing skills. Experience and skills with creating infographics is a plus, but not a mandatory skill. Must be passionate about sustainability and communicating science to non-scientists.
<b>Available Openings</b>	1
<b>Hours</b>	10-15 hours per week
<b>Hourly Rate</b>	\$14.25

### Undergraduate Data Analytics Lead

<b>Job Category</b>	Data Analytics Lead
<b>Summary of Duties</b>	The Data Analytics Lead is responsible for creating clear and concise reports, graphs, and infographics based on datasets from university or Center for Sustainability activities. Projects will include working with recycling and composting data, building energy and water use data, mobility modeshare data, and other projects as necessary. Attend weekly staff meetings and organize/manage other undergraduate employees and volunteers. Plan and run weekly meetings with graduate fellow and undergraduate team mates. Assist in preparation of quarterly and annual reports. Perform other work as required or assigned.
<b>Skills, Knowledge, and Ability</b>	Must be extremely comfortable using Excel and other statistics software. Must feel comfortable working with large datasets and have experience distilling this information down into readable and useful graphics and reports. Experience with Tableau or other statistics visualization software, or an interest in learning such software is desirable. Must be passionate about sustainability and communicating science and data to the general public.
<b>Available Openings</b>	1
<b>Hours</b>	10-15 hours per week
<b>Hourly Rate</b>	\$14.25

### Undergraduate AASHE STARS Reporting Lead

<b>Job Category</b>	AASHE Lead
<b>Summary of Duties</b>	<p>The Association for the Advancement of Sustainability in Higher Education (AASHE) Sustainability Tracking, Assessment, and Rating System (STARS) report is an internationally recognized report designed for campus sustainability programs. It tracks over 200 points of data, and allows schools to compare their programs to one another and to the “platinum standard.” The AASHE Lead will be responsible for working with a variety of campus partners to update our data points within the STARS system, with the goal to reach and maintain gold rating in 2020. The AASHE lead will submit an updated and completed STARS report by the end of the 2021 school year. Attend weekly staff meetings and organize/manage other undergraduate employees and volunteers. Plan and run weekly meetings with graduate fellow and undergraduate team mates. Assist in preparation of quarterly and annual reports. Perform other work as required or assigned.</p>
<b>Skills, Knowledge, and Ability</b>	<p>Must be extremely comfortable with tracking and reporting data, working with a diverse team of partners, seeking information, and asking for help when needed. Must be passionate about sustainability and have a desire to learn about institutional efforts from all sectors of the university. Must have advanced communication, writing, and data analytics skills.</p>
<b>Available Openings</b>	1
<b>Hours</b>	10-15 hours per week
<b>Hourly Rate</b>	\$14.25

### Undergraduate Food Programming Lead

<b>Job Category</b>	Food Programming Lead
<b>Summary of Duties</b>	Work will focus on planning and executing innovative and creative ways to engage the DU Community in understanding local and sustainable food options at DU and in the city. Plan events, workshops, and demonstrations that will illustrate sustainable best practices and options for increasing sustainable food access and education in the DU and wider Denver area. Work with other Programming Leads to create a holistic engagement approach for the Center for Sustainability. Attend weekly staff meetings and organize/manage other undergraduate employees and volunteers. Plan and run weekly meetings with graduate fellow and undergraduate team mates. Assist in preparation of quarterly and annual reports. Perform other work as required or assigned.
<b>Skills, Knowledge, and Ability</b>	Must have a love for food that borders on making you a food snob. Skill in working collaboratively. Proficiency in communication and use of spreadsheet software. Interest in food, food justice, and community development. Interest in the environment and sustainability. Coursework in sustainability, food justice, food systems, or economics is a plus.
<b>Available Openings</b>	1
<b>Hours</b>	10-15 hours per week
<b>Hourly Rate</b>	\$14.25

### Undergraduate Residential Dining Lead

<b>Job Category</b>	Residential Dining Lead
<b>Summary of Duties</b>	<p>Work with Sodexo employees to plan, coordinate, and execute projects and outreach campaigns designed to reduce food waste in campus dining facilities. Identify opportunities to increase awareness and desire for sustainable and local food options in campus dining and catering facilities.</p> <p>Work with Sodexo Sustainability Manager on other resident dining projects. Put together quarterly and annual reports. Plan and run weekly meetings with graduate fellow and undergraduate team. Attend weekly staff meetings with other Center staff. Assist grad students, faculty, and staff on related projects. Perform related work as required or assigned.</p>
<b>Skills, Knowledge, and Ability</b>	<p>Must have a love for food that borders on making you a food snob. Passion about decreasing food waste and increasing sustainable foods. Skill in working collaboratively. Skills in communication. Interest in food, food justice, and community development. Interest in the environment and sustainability. Coursework in sustainability, food justice, food system or economics is a plus.</p>
<b>Available Openings</b>	1
<b>Hours</b>	10-15 hours per week
<b>Hourly Rate</b>	\$14.25

### Undergraduate Food Pantry Operations Lead

<b>Job Category</b>	Food Pantry Operations Lead
<b>Summary of Duties</b>	Manage DU Food Pantry operations, including stocking, inventory, data collection, donations, and dropin hours. Manage the food pantry email address and ensure that appointments get scheduled in a timely manner. Manage partnership with Student Outreach and Support (SOS). Attend weekly staff meetings and organize/manage other undergraduate employees and volunteers. Plan and run weekly meetings with graduate fellow and undergraduate teammates. Assist in preparation of quarterly and annual reports. Perform other work as required or assigned.
<b>Skills, Knowledge, and Ability</b>	Passion for environmental justice and food access. Skill in working collaboratively and leadership. Proficiency in communication and use of spreadsheet software. Interest in data driven sustainability reporting for change. Interest in the environment and sustainability. Coursework, majors, or concentrations of study in sustainability, corporate social responsibility, environmental science, or economics is a plus.
<b>Available Openings</b>	1
<b>Hours</b>	10-15 hours per week
<b>Hourly Rate</b>	\$14.25

### Undergraduate Food Pantry Programming Lead

<b>Job Category</b>	Food Pantry Lead
<b>Summary of Duties</b>	Work to create events, food drives, and workshops that discuss nutrition, food justice, food collection, and the importance of healthy, local foods. Partner with other organizations at DU to increase engagement with food drives and fundraising events. Attend weekly staff meetings and organize/manage other undergraduate employees and volunteers. Plan and run weekly meetings with graduate fellow and undergraduate teammates. Assist in preparation of quarterly and annual reports. Perform other work as required or assigned.
<b>Skills, Knowledge, and Ability</b>	Passion for environmental justice and food access. Skill in working collaboratively and leadership. Proficiency in communication and use of spreadsheet software. Interest in data driven sustainability reporting for change. Interest in the environment and sustainability. Coursework, majors, or concentrations of study in sustainability, corporate social responsibility, environmental science, or economics is a plus.
<b>Available Openings</b>	1
<b>Hours</b>	10-15 hours per week
<b>Hourly Rate</b>	\$14.25

### Undergraduate Zero Waste Events Leads (3)

<b>Job Category</b>	Zero Waste Events Lead
<b>Summary of Duties</b>	Leads efforts to continue Zero Waste practices for both Ritchie Center Athletics and in the Newman Center. Tasks will include: recruiting, training, and managing volunteers; managing zero waste efforts during games and events; organizing and managing weighing and other data collection during and after events; and producing detailed reports to continue to drive best practices across campus. Liaison between the Center for Sustainability and facilities, custodial, food service, building managers, and others. Attend weekly staff meetings and organize other undergraduate employees and volunteers. Assist in preparation of quarterly and annual reports. Other work as required or assigned.
<b>Skills, Knowledge, and Ability</b>	Must have an interest in sustainability and waste minimization. Skill in working collaboratively, and effective communication skills. Class or volunteer experience working on campus waste programs is a bonus.
<b>Available Openings</b>	3
<b>Hours</b>	10-15 hours per week
<b>Hourly Rate</b>	\$14.25

### Undergraduate Waste Audit and Mapping Lead

<b>Job Category</b>	Waste Audit and Mapping Lead
<b>Summary of Duties</b>	Lead efforts to make buildings at DU zero waste. Plan and coordinate bin maps and waste audits in buildings, prepare detailed reports and feedback based on findings, create educational materials to improve building waste performance. Liaison between the Center for Sustainability and facilities, custodial, food service, building managers, and others. Attend weekly staff meetings and organize/manage other undergraduate employees and volunteers. Assist in preparation of quarterly and annual reports. Perform other work as required or assigned.
<b>Skills, Knowledge, and Ability</b>	Must have an interest in sustainability and waste minimization. Skill in working collaboratively, and Effective communication skills. Class or volunteer experience working on campus waste programs is a bonus.
<b>Available Openings</b>	1
<b>Hours</b>	10-15 hours per week
<b>Hourly Rate</b>	\$14.25

### Undergraduate Waste Programming Lead

<b>Job Category</b>	Waste Programming Lead
<b>Summary of Duties</b>	Work will focus on planning and executing innovative and creative way to engage the DU Community in recycling, composting, and other waste reduction programming on campus. Plan events, workshops, and demonstrations that will illustrate sustainable best practices and options for reducing waste in the DU and wider Denver area. Attend weekly staff meetings and organize. Plan and run weekly meetings with graduate fellow and undergraduate teammates. Assist in preparation of quarterly and annual reports. Perform other work as required or assigned.
<b>Skills, Knowledge, and Ability</b>	Must have a passion for waste reduction, composting, and event planning, Skill in working collaboratively, and effective communication skills. Experience working on programs to encourage waste reduction, especially in Denver, is a bonus. Marketing and communications experience a bonus.
<b>Available Openings</b>	1
<b>Hours</b>	10-15 hours per week
<b>Hourly Rate</b>	\$14.25

### Undergraduate REPS Lead

<b>Job Category</b>	REPS Lead
<b>Summary of Duties</b>	The Renter Efficiency Program for Students (REPS) is a partnership with Xcel Energy focused on energy and water efficiency improvements to reduce utilities bills for student renters near DU. This role will manage the REPS program, including marketing, scheduling, inventory, training, and auditing. Work to increase signups for the program, train and schedule auditors, and ensure success of the program. Keep detailed notes on impacts, and produce quarterly and annual reports. Attend weekly staff meetings and organize and manage other undergraduate teammates. Plan and run weekly meetings with graduate fellow and undergraduate teammates. Perform other work as required or assigned.
<b>Skills, Knowledge, and Ability</b>	Works well with others in group settings. Strong communication and project management skills. Detail oriented and extremely organized. Interest in the environment and sustainability. Demonstrated leadership skills. Responsible. Leads by example. Previous coursework or experience with energy efficiency, education, or outreach a plus.
<b>Available Openings</b>	1
<b>Hours</b>	10-15 hours per week
<b>Hourly Rate</b>	\$14.25

### Undergraduate Green Greeks Lead

<b>Job Category</b>	Green Greeks Lead
<b>Summary of Duties</b>	<p>Work with Fraternity and Sorority Life (FSL), individual fraternity and sorority organizations, Facilities, Grounds, and Campus Life and Inclusive Excellence, and other teams at the Center for Sustainability help create a culture of sustainability in DLS Greek organizations. Recruit interested organizations, plan, and execute energy audits, waste audits, and sustainability plans for individual houses. Work with organizations to make philanthropy and other events zero waste and otherwise more sustainable. Keep detailed notes on impacts, and produce quarterly and annual reports. Attend weekly staff meetings and organize and manage other undergraduate teammates. Plan and run weekly meetings with graduate fellow and undergraduate teammates. Perform other work as required or assigned.</p>
<b>Skills, Knowledge, and Ability</b>	<p>Skill in working collaboratively and leadership. Proficiency in communication. Interest in data driven sustainability reporting for change. Interest in the environment and sustainability. Coursework, majors, or concentrations of study in sustainability, corporate social responsibility, environmental science, or economics is a plus.</p>
<b>Available Openings</b>	1
<b>Hours</b>	10-15 hours per week
<b>Hourly Rate</b>	\$14.25

### Undergraduate Carbon Offset Lead

<b>Job Category</b>	Carbon Offsets Lead
<b>Summary of Duties</b>	Work with DU Study Abroad office, the Office of Internationalization, and others to develop and implement a carbon offset program for students to offset air travel for their study abroad experiences. Create marketing and communications to encourage students studying abroad to opt into the program. Look for ways to track faculty and staff travel, and work to develop and implement an offset option for non-student travel. Keep detailed notes on impacts, and produce quarterly and annual reports. Attend weekly staff meetings and organize and manage other undergraduate teammates. Plan and run weekly meetings with graduate fellow and undergraduate teammates. Perform other work as required or assigned.
<b>Skills, Knowledge, and Ability</b>	Skill in working collaboratively and leadership. Proficiency in communication. Interest in data driven sustainability reporting for change. Interest in the environment and sustainability. Coursework, majors, or concentrations of study in sustainability, corporate social responsibility, environmental science, or economics is a plus.
<b>Available Openings</b>	1
<b>Hours</b>	10-15 hours per week
<b>Hourly Rate</b>	\$14.25

### Undergraduate Energy Programming Lead

<b>Job Category</b>	Energy Programming Lead
<b>Summary of Duties</b>	Work with Housing and Residential Education, Student Life, Facilities, and others to educate and motivate building users (students and employees) in energy and water reduction challenges, including the Energy Challenge in February. Plan, coordinate, and execute other events targeted to educate and engage students, faculty, and staff in reducing energy use on campus. Attend weekly staff meetings and organize and manage other undergraduate employees. Plan and run weekly meetings with graduate fellow and undergraduate teammates. Assist in preparation of quarterly and annual reports. Other work as required or assigned.
<b>Skills, Knowledge, and Ability</b>	Skill in working collaboratively and leadership. Proficiency in communication. Interest in data-driven sustainability reporting for change. Interest in the environment and sustainability. Coursework, majors, or concentrations of study in sustainability, corporate social responsibility, environmental science, or economics is a plus.
<b>Available Openings</b>	1
<b>Hours</b>	10-15 hours per week
<b>Hourly Rate</b>	\$14.25

### Undergraduate Bike Shop Manager

<b>Job Category</b>	Bike Shop Manager
<b>Summary of Duties</b>	Manage scheduling, maintenance, inventory, and operations of the DU Bike Shop. Work collaboratively with Housing, Student Life, Facilities, and other units across campus. Keep detailed records of shop users, sales, repairs, and inventory. Program events and open-house hours for people to learn how to choose, maintain, and repair their own bikes. Attend weekly staff meetings and organize/manage bike mechanics and other undergraduate teammates. Plan and run weekly meetings with graduate fellow and undergraduate teammates. Assist in preparation of quarterly and annual reports. Perform other work as required.
<b>Skills, Knowledge, and Ability</b>	Must have a passion for biking, Bike mechanic skills a plus, Interest in alternative, sustainable transportation, Skill in working collaboratively, and Effective communication skills. Experience working on programs that encourage alternative transportation, especially in Denver, is a bonus.
<b>Available Openings</b>	1
<b>Hours</b>	10-15 hours per week
<b>Hourly Rate</b>	\$14.25

### Undergraduate Mobility Programming Lead

<b>Job Category</b>	Mobility Programming Lead
<b>Summary of Duties</b>	Work will focus on planning and executing innovative and creative ways to engage and encourage the DU Community to use alternative forms of transportation. Plan events, workshops, and demonstrations that will illustrate sustainable mobility best practices and options in the DU and wider Denver area. Attend weekly staff meetings and organize/manage other undergraduate employees. Plan and run weekly meetings with graduate fellow and undergraduate teammates. Assist in preparation of quarterly and annual reports. Other work as required or assigned.
<b>Skills, Knowledge, and Ability</b>	Must have a passion for biking and active commuting. Bike mechanic skills a plus. Interest in alternative, sustainable transportation. Skill in working collaboratively and effective communication skills. Experience working on programs to encourage alternative transportation, especially in Denver, is a bonus.
<b>Available Openings</b>	1
<b>Hours</b>	10-15 hours per week
<b>Hourly Rate</b>	\$14.25

### Undergraduate Communication Lead

<b>Job Category</b>	Communications Lead
<b>Summary of Duties</b>	Create and send weekly Center for Sustainability newsletter using an email marketing platform. Create and manage distribution of monthly Stall Street Journals. Collect content and relevant information from other teams and team leaders, the Sustainability Coordinator, and Director of Sustainability. Create a content calendar and ensure that these outlets are visually engaging, well-written, informative, and on time. Attend weekly staff meetings. Plan and run weekly meetings with graduate fellow and undergraduate teammates. Assist in preparation of quarterly and annual reports. Other work as required or assigned.
<b>Skills, Knowledge, and Ability</b>	Skill in collaborative work, works well with others in team settings. Interest in the environment and sustainability. Strong communication skills; verbal, written, and media. Demonstrated skill in: technology, photography, writing, graphic design, videography, and/or social media. Willingness to push boundaries and explore new possibilities. Passion. Creativity.
<b>Available Openings</b>	1
<b>Hours</b>	10-15 hours per week
<b>Hourly Rate</b>	\$14.25

### Undergraduate Graphic Designer

<b>Job Category</b>	Graphic Designer
<b>Summary of Duties</b>	Work closely with Communications Graduate Fellow and Sustainability Coordinator to develop posters, stickers, shirts, icons, videos, photos, and other visual materials, using established design standards, icons, graphic elements, colors, and fonts. Create a calendar and a defined method to receive requests for design from other team leaders. Attend weekly staff meetings. Plan and run weekly meetings with graduate assistant and undergraduate team mates. Assist in preparation of quarterly and annual reports Perform other work as required or assigned.
<b>Skills, Knowledge, and Ability</b>	Skill in collaboration, works well with others in team settings. Interest in the environment and sustainability. Strong communication skills; verbal, written, and media. Demonstrated skill in: technology, photography, writing, graphic design, videography and/or social media. Willingness to push boundaries and explore possibilities. Passion. Creativity.
<b>Available Openings</b>	1
<b>Hours</b>	10-15 hours per week
<b>Hourly Rate</b>	\$14.25

### Undergraduate Events Coordination Lead

<b>Job Category</b>	Events Coordination Lead
<b>Summary of Duties</b>	<p>Maintain and expand campus and community partnerships by leading the execution of Center for Sustainability events. Topics will include energy, food, mobility, waste and others, with a focus on hands on events that educate and engage the campus community. Work to increase use of Anchor Network caterers at DU. Educate event planners across campus about sustainable events best practices. Partnerships with other campus organizations are expected, requiring the ability to work closely with others. Attention to detail is a requirement as event planning at DU can be complicated. Expected to be knowledgeable and active in communication across all sustainability practices on campus and regarding programs in the Center for Sustainability. Attend weekly staff meetings and coordinate other undergraduate team members. Assist in preparation of quarterly and annual reports. Other work as required or assigned.</p>
<b>Skills, Knowledge, and Ability</b>	<p>Must enjoy making learning fun, Skill in working collaboratively. Proficiency in communication and use of spreadsheet software. Interest in food, food justice, and community development. Interest in the environment and sustainability. Coursework in sustainability, food justice, food systems, or economics is a plus.</p>
<b>Available Openings</b>	1
<b>Hours</b>	10-15 hours per week
<b>Hourly Rate</b>	\$14.25

### Undergraduate Social Media Lead

<b>Job Category</b>	Social Media Lead
<b>Summary of Duties</b>	<p>Manage Center for Sustainability social media channels, including Facebook, Instagram, and Twitter. Explore the use of other social media platforms. Maintain a schedule of regular content about Center for Sustainability activities (20%), DU sustainability efforts (20%), and relevant news, memes, articles, and other content (60%). Develop creative and innovative ways to engage followers on social media, increase followers, and create an open dialogue with followers. Attend weekly staff meetings. Plan and run weekly meetings with graduate fellow and undergraduate teammates. Assist in preparation of quarterly and annual reports. Other work as required or assigned.</p>
<b>Skills, Knowledge, and Ability</b>	<p>Skill in collaborative work, works well with others in team settings. Interest in the environment and sustainability. Strong communication skills; verbal, written, and media. Demonstrated skill in technology, photography, writing, graphic design, videography, and/or social media. Willingness to push boundaries and explore new possibilities. Passion. Creativity.</p>
<b>Available Openings</b>	1
<b>Hours</b>	10-15 hours per week
<b>Hourly Rate</b>	\$14.25

### Undergraduate Outdoor Programming Lead

<b>Job Category</b>	Outdoor Programming Lead
<b>Summary of Duties</b>	<p>Work closely with the Outdoor Program Graduate Fellow to manage D Gear Garage operations, including acquiring new equipment, mending and repairing existing equipment, rentals, payments, and marketing. Work to create events, trips, and workshops that demonstrate Leave No Trace principles, backcountry skills, and others. Attend weekly staff meetings and organize/manage other undergraduate employees. Plan and run weekly meetings with graduate fellow and undergraduate teammates. Assist in preparation of quarterly and annual reports. Perform other work as required or assigned.</p>
<b>Skills, Knowledge, and Ability</b>	<p>Skill in working collaboratively and leadership. Proficiency in communication and use of spreadsheet software. Interest in data driven sustainability reporting for change. Interest in the environment and sustainability. Coursework, majors, or concentrations of study in sustainability, corporate social responsibility, environmental science, or economics is a plus.</p>
<b>Available Openings</b>	1
<b>Hours</b>	10-15 hours per week
<b>Hourly Rate</b>	\$14.25

### Undergraduate General Staff - Beginner

<b>Job Category</b>	Intern Level 1
<b>Summary of Duties</b>	<p>Make a difference on campus, even if you have no idea where to start. Get acquainted with the Center for Sustainability's programs and figure out where your path will take you. This position is geared towards the passionate, but less experienced student- perfect for first year college students. Sustainability Internships allow you to begin to develop skills as a sustainability advocate and leader while linking education to action. Contribute to a wide range of projects in campus sustainability such as food, mobility, education, outreach, waste, energy, and communication. Gain a breadth of knowledge to help you focus on specific areas in the future. Work with an active team to enact positive change on campus. Attend meetings, trainings, team building, and leadership workshops.</p>
<b>Skills, Knowledge, and Ability</b>	Must have a passion for sustainability, skill in working collaboratively, and effective communication skills. Ability to apply interdisciplinary approaches to complex problems.
<b>Available Openings</b>	5
<b>Hours</b>	5-7 hours per week
<b>Hourly Rate</b>	\$12.85

### Undergraduate General Staff - Intermediate

<b>Job Category</b>	Intern Level 2
<b>Summary of Duties</b>	Make a difference on campus! Support projects and programs in the Center for Sustainability with the goal of taking on leadership in future years. This position is geared towards students who have experience working on sustainability at DU and elsewhere. Continue to develop skills as a sustainability advocate and leader while linking education to action. Contribute to a wide range of projects in campus sustainability such as food, mobility, education, waste, energy, and communication. Gain a breadth of knowledge to help you focus on specific areas in the future. Work with an active team to enact positive change on campus. Attend meetings, trainings, team building, and leadership workshops.
<b>Skills, Knowledge, and Ability</b>	Must have a passion for sustainability, skill in working collaboratively, and effective communication skills. Ability to apply interdisciplinary approaches to complex problems.
<b>Available Openings</b>	10
<b>Hours</b>	7-10 hours per week
<b>Hourly Rate</b>	\$13.25

### Undergraduate Bike Mechanic

<b>Job Category</b>	Mechanic
<b>Summary of Duties</b>	Perform maintenance and repairs for bikes brought to the DU Bike Shop. Prior bike mechanic knowledge not necessary, but an aptitude for working with your hands or building is a bonus. Must participate in a six week master mechanics series on campus (free for bike shop employees). Collaborate with Mobility Programmer and Bike Shop Manager to plan events and workshops in order to build a strong community of cyclists at DU. Keep detailed records of shop use and sales. Perform related work as required or assigned.
<b>Skills, Knowledge, and Ability</b>	Must have a passion for biking, Bike mechanic skills a plus, Interest in alternative, sustainable transportation, Skill in working collaboratively, and Effective communication skills.
<b>Available Openings</b>	5
<b>Hours</b>	7-10 hours per week
<b>Hourly Rate</b>	\$13.25