**Sustainability Fellowship Position Description**

**Office of Sustainability, The Evergreen State College**

**Reports To***:* Director of Sustainability

**Hours:** 19 hours per week maximum

**Duration**: This position lasts for as long as the student is enrolled at Evergreen and up to 3 months after graduation.

**Compensation:** Starting hourly wage will be $17.00 per hour. Hourly wage may increase up to $20.00/hour during the time the student serves in the position; may be paid fully or partially through work-study funds, and/or Sustainability Fellowship funds, depending on student eligibility.

**Start Date:** Negotiable. Ideal start is Monday, October 4th, 2021.

**Qualifications:**

* Must be an admitted or current Evergreen student who plans to be enrolled for at least 4 credits in fall, winter, and spring 2021-2022 and 2022-2023 academic years.
* May not hold any other student-staff positions at Evergreen for the duration of their employment
* Excellent written and verbal communication skills – phone, email, and in-person
* Comfortable talking with all types of people – both incoming and current students, alumni, staff, faculty, and community partners, by phone, by email, through zoom, or in person
* Organized and detail-oriented
* Flexible and able to work with minimal direction, yet able to ask questions to clarify the task at hand
* General office skills – including Microsoft Office, printers, and copy machines
* Problem solver; takes initiative, fast learner
* Comfortable learning new software – can self-teach
* Project planning or project assistance experience is beneficial to the duties of this position, but not required

**Job Duties:**

* **Support/collaborate on sustainability plans for Evergreen State College operations**

The Sustainability Fellow will coordinate with the Director of Sustainability at The Evergreen State College on all major projects.

Office of Sustainability project work spans a wide-breadth across energy generation, conservation, and consumption, water use, waste management, transportation planning and alternatively fueled vehicles, commuting behaviors, building construction, state and local government planning, regional collaborations, community engagement, and reporting. The Fellows may opt to participate in any of the above, and will be encouraged to carve off a piece of the following large projects currently in development.

* Data collection and analysis for reporting on
	+ GHG emissions
	+ Building energy use
	+ Energy conservation
	+ Renewable energy production
* **Campus stewardship planning and implementation**

This includes collaborative workgroup planning for stewardship plans and implementation tasks. We expect to lay the foundations for long-term plans, outreach, educational programming, and other essential administrative infrastructure during the next year or two.

* **Developing water management and habitat restoration plans**

College lands drain in three directions, two of which have been identified as high-value watershed projects. Central, developed campus lands all drain to Snyder Creek, which runs through College lands. Snyder Creek is a currently marginal salmon & trout habitat that could be improved in multiple ways. The eastside, lower campus drains off campus to Green Cove creek, which is a high-priority watershed in Thurston County’s water management plans. We have potential for water management projects on campus lands that will complement the work Thurston County is hoping to accomplish elsewhere in the watershed. Both projects are very preliminary and will benefit from a wide range of research and planning in public works and policy, environmental restoration, water systems, and hydrogeology.

* Attend Conferences, etc. when needed.
* Other duties as assigned

**How to apply:**

Please submit the following application materials:

1. Cover Letter (1 page) - Identify the position(s) you are interested in, why you are interested and what knowledge or skills you offer
2. Resume/Curriculum - Please include pertinent academic work
3. Two references and their contact information

Please submit your application materials to Scott Morgan, Evergreen’s Director of Sustainability by 11:59pm, PT on September 6th, 2021. Please email application materials to morgans@evergreen.edu. Interviews will be held via zoom during the weeks of September 13-18th, 2021.