



## Student Sustainability Coordinators JOB DESCRIPTIONS

### Three Positions:

#### 1) RESOURCE ACCOUNTING

#### 2) COMMUNICATIONS AND PEER EDUCATION

#### 3) TRANSPORTATION

**Department:** Office of Sustainability, Bellevue College

**Part Time:** 15 to 19 hours per week

**Salary:** \$12/hr.

**Term of Employment:** July 2013 to June 2014

The Office of Sustainability works to fulfill Bellevue College's commitment to a sustainable learning, working and living environment through the application of sustainable practices that guide decision making and engage students, staff, faculty and the community. We provide the College leadership and services to:

1. Reduce greenhouse gas emissions and resource consumption and spending
2. Engage students on campus, in the classroom and as leaders in sustainable practices.
3. Achieve recognition for the College as a leader in sustainability

#### PRIMARY RESPONSIBILITIES

*Responsibilities subject to change*

Resource Accounting Coordinator	Communications Coordinator	Transportation Coordinator
<ul style="list-style-type: none"> <li>• Enter utility bills into database</li> <li>• Analyze data and create charts and reports from utility software and Excel</li> <li>• Administrative and accounting support for Student Environmental Sustainability Fund</li> <li>• Data gathering and reporting on STARS (Sustainability Tracking and Rating System)</li> <li>• Greenhouse gas emission data gathering and entry.</li> <li>• Other tasks as assigned</li> </ul>	<ul style="list-style-type: none"> <li>• Research, write and create content such as articles, videos and images for website, newsletter, posters, hand-outs.</li> <li>• Promote sustainability projects online and on campus.</li> <li>• Create and recruit student employees for engagement opportunities such as projects and events.</li> <li>• Educate students on waste reduction and diversion</li> <li>• Develop peer education programs</li> </ul>	<ul style="list-style-type: none"> <li>• Manages BC Ridematch promotion and implementation (website).</li> <li>• Promotes transportation alternatives online and on campus</li> <li>• Trains and educates campus about transportation options.</li> <li>• Creates and manages events to promote alternative transportation.</li> <li>• Manages projects to improve transportation alternatives in transit, rideshare and biking.</li> <li>• Other tasks as assigned</li> </ul>

## CORE COMPETENCIES

Resource Accounting Coordinator	Communications Coordinator	Transportation Coordinator
<ul style="list-style-type: none"> <li>• Microsoft Excel: Spreadsheet experience.</li> <li>• Accounting: Experience or coursework in accounting or budgeting</li> <li>• Data Analysis: Experience or coursework in data analysis.</li> <li>• Reporting: Experience explaining results in written or graphic format.</li> <li>• Program evaluation: Knowledge or experience in evaluating programs.</li> </ul>	<ul style="list-style-type: none"> <li>• Web-publishing: Wordpress or similar web-publishing software</li> <li>• Email: Mailchimp or similar email marketing software</li> <li>• Peer education: Experience in training or supporting volunteers.</li> <li>• Writing: Write for a public audience such as a blog or journalism coursework</li> <li>• Graphics: Visual or video design experience or coursework</li> <li>• Social Media: Facebook or other social media experience.</li> <li>• Sustainability knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Marketing: Online, in-person and event promotion.</li> <li>• Website: Experience navigating web-tools.</li> <li>• Project management: Experience or coursework leading projects.</li> <li>• Communication: Experience instructing and commuting in person, in writing and through other media.</li> <li>• Transportation demand management knowledge or experience</li> </ul>

### Minimum qualifications:

- Demonstrate at least one of the core competencies identified above.
- Minimum 2.7 cumulative BC college-level GPA at the time of application for the previous consecutive quarters and maintain 2.7 GPA throughout employment term
- Must be registered for a minimum of (6) BC Credits Fall, Winter and Spring quarters

### Preferred qualifications:

- Self-starter who works well independently and with a team
- Passion for sustainability or improving the Bellevue College Community
- Demonstrated follow-through and project management skills
- Generalist with diverse skills and interests

### REQUIRED DOCUMENTS TO SUBMIT

- To be considered for this position, applicants must meet the minimum qualifications and must submit a complete application packet which includes the following:
- Resume with employment and academic history (1pg)\*
- Cover letter addressing your interest, core competencies, and ability to perform the responsibilities outlined.
- BC College transcript (copies are acceptable)
- One professional reference with name, title, organization, phone number and length of relationship.

\*If you need assistance in creating a resume, the BC Career Center is available for you in the Bellevue College Main Campus Room B-231.

### Applications may be submitted:

- Electronically to: Patrick.Green@bellevuecollege.edu
- On paper to: Student Programs C212, Front Desk, Bellevue College, 3000 Landerholm Circle SE

*Positions pending final funding approval. Bellevue College is an Equal Opportunity Employer and operates under an Affirmative Action Plan, in accordance with applicable federal and state laws and regulations.*

**Positions are open until filled. Apply now to be considered!**