**On-Campus Job Description**

**To apply**: Go to https://wenatcheevalleycollege.formstack.com/forms/career\_services to submit your information to see if you are eligible for funding.

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| **Job Title &**  **Number of**  **Positions Avail.** | Sustainability Program Assistant 1 |
| **Department/ Location** | Math & Sciences |
| **Rate of pay** | $18.61/hr |
| **Supervisor** | Joan Qazi, Sustainability Coordinator, Mish ee Twie 1325N, jqazi@wvc.edu |
| **Duties and**  **Responsibilities** | 1**. Tracking Hydration Station Data:**  Maintain an organized Excel spreadsheet to record data from hydration stations, including the number of plastic bottles diverted from landfills.  2. **Waste Audit Data Management:**  Keep detailed records of waste audit data, focusing on plastic reduction and food waste composting. Support the collection of waste audit data.  3. **Glass Crushing and Sand-bag Production:**  Ensure proper scheduling of campus glass crushing to optimize storage space and sand-bag production.  4. **Sustainability Events Participation:**  Attend various sustainability events on campus and help to coordinate the operations under supervision of the Sustainability Coordinator. Attend Sustainability Committee monthly planning meetings.  5. **Carbon Footprint Measurement and Management:**  Measure carbon in campus trees and/or calculate carbon footprint of trees in our ArcGIS field map when others measure carbon in campus trees.  6. **Energy Audit Data Management:** Help develop the Energy Management Plan (EMP) for the Clean Building Act with the Sustainability Committee and Facilities department and/or track trends of LED lighting efficiency. |
| **Minimum**  **Qualifications** | * Work-Study eligible\* * Strong organizational and data management skills. * Proficiency in Microsoft Excel and other relevant software. * Good written and verbal communication skills. * Enthusiasm for sustainability and environmental initiatives. * Strong attention to detail and time management skills. * Ability to work independently online and in person with others. * Reliability for attending meetings and events. |
| **Educational Benefit** | * Opportunity to contribute to a more sustainable campus environment. * Gain experience in data analysis, energy and waste audits, plus carbon footprint measurement. * Collaborate with a dedicated sustainability team and build valuable connections. * Develop and enhance communication and project management skills. |
| **How to Apply** | Please email Joan Qazi at [jqazi@wvc.edu](mailto:jqazi@wvc.edu) with your interest and to set up an interview time. |

# 7/13/2023

Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and state laws and regulations, or participation in the complaint process.

The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:

* To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, title9@wvc.edu.
* To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: dial 711, sas@wvc.edu.