Position Title: Sustainability Leader  
Department: Pathways to Sustainability Leadership Program  
Hourly Rate: $7.75  
Supervisor: Various  
Account Number: 04-11126-65133-00000-xxxxx

Do multiple individuals hold this position at one time? ☒ Yes ☐ No

Number of positions available: Various

Work Schedule
A student in this position can expect to work ___ hours per day, 6 - 10 hours per week.
The student will work ☑ Monday thru Friday ☐ Saturday ☐ Sunday ☐ any day of the week.
Hours are available during the following times of the day: ___.

Department/Position Overview
A Sustainability Leader will work collaboratively on sustainability projects and activities that require multidisciplinary expertise. The Leader will refine his or her abilities to identify the major issues at stake, to develop objectives, and to create work plans for what he or she will achieve. He or she will learn effective strategies for modifying the project, if necessary.

More Detailed Information Available
http://www.beloit.edu/sustainability/pathways/leaders/

Description of Duties and Tasks
☒ Interact with and convey a positive attitude to visitors and the campus community in person or by phone
☐ Conform to an established work schedule; reliably work set hours as assigned
☐ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
☒ Maintain the confidentiality of departmental/employee/student information
☒ Run errands on and/or off campus, including campus mail pick-up and delivery
☐ Perform light cleaning, departmental organization, and upkeep as required
☒ Work efficiently and accurately without immediate supervision
**Required Training and Skills**

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here:
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: Completion of at least four domain requirements, intermediate understanding of sustainability concepts, and ability to relate these concepts to the topic that the team will explore. Requirements specific to the team project may be added.