



UNIVERSITY OF CALIFORNIA, BERKELEY Office of Sustainability & Energy

## Now Hiring: Green Department Associate

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**Summary:** The Office of Sustainability is looking for UC Berkeley student(s) to serve as a Green Department Associate to work on an expanded green department certification program. The Green Department Associate teams will assist departments with the certification process and assist in program development. This is a paid position at \$10-15/hour and about 50 hours of work is available during the Spring 2016 semester.

**Job Responsibilities:** We may hire more than one student as the Green Department Associate, who will work over the course of the year to establish the new program elements, work with other student interns and participating departments, and implement the program. More specifically, the new process will entail:

- At the beginning of the Fall and Spring semesters, a call for Green Departments will go out.
- Each Department that enrolls will be assigned a Green Department Associate to assist them with the process. Students may be assigned more than one Department and will receive training on the certification process.
- A deadline will be set for the submission of completed checklists, and each Department may be audited (again by students or student teams) during one of the last weeks of classes. This audit may not be necessary if the Green Department Associate has had a sufficient amount of meetings with the Department's Green Team throughout the semester.
- During the semester, updates on the progress of individual Departments will be shared with everyone participating, and Departments will be encouraged to communicate regularly with everyone in their unit on their progress.
- All certified Departments will be announced during a reception and will receive appropriate recognition.

### The Ideal Candidate:

- Be a student currently enrolled at UC Berkeley (required)
- Is comfortable doing independent work, is detail-oriented, and is interested and knowledgeable about sustainability
- Is a self-starter who needs minimal guidance
- Has excellent communication and writing skills

### How to Apply:

- Please email your resume, cover letter, and availability to Lisa McNeilly ([lmcneilly@berkeley.edu](mailto:lmcneilly@berkeley.edu)). Position open until filled, but the first review of applications will be 11/13. Questions? Please Call [510-643-5907](tel:510-643-5907).