Living Laboratory Event Coordinator Position Description, 2017-2018
Student Sustainability Initiative – Student Leadership & Involvement

The Living Laboratory Event Coordinator coordinates SSI’s signature events and Alternative Spring Break program, creating opportunities for students to engage in sustainability and empowering them to make changes in their everyday lives.

Student Leadership & Involvement
Transformative Learning * Intentional Engagement * Conscious Community
Authentic Leadership * Social Justice

Student Leadership and Involvement (SLI) shapes campus culture through self-discovery, leadership development, collaboration, community building, and social responsibility with a myriad of active learning opportunities, preparing students to be catalysts for a more equitable and caring world.

Within SLI, the Student Sustainability Initiative (SSI) works to advance student efforts to create a culture of sustainability at OSU through programming that fosters environmental, social, and economic justice. SSI believes educational institutions have a responsibility to model innovative tools, systems, and ways of thinking to create a more sustainable world and provide students opportunities to become leaders creating that change. As part of that work, the Living Laboratory Initiative engages students in building a sustainable campus through annual programming including the Sustainability Festival, Beyond Earth Day, and an Alternative Spring Break program.

The successful candidate will demonstrate an aptitude to be effective in all responsibilities of the position.

Position Responsibilities:
- Plan, run, and evaluate sustainability events and programming including the Sustainability Festival, Beyond Earth Day, the OSU 150th Celebration, an Alternative Spring Break program, and other events as needed
- Regularly attend and actively contribute to Living Lab committee meetings and SSI Staff Meetings
- Recruit volunteers to support Living Lab initiatives through tabling, classroom presentations, and other outreach activities
- Meet weekly with Living Lab facilitator to provide updates on work; come prepared and follow through on assigned tasks
- Remain knowledgeable about SSI’s initiatives, events, grants, and volunteer/job opportunities and respond to student inquiries in a professional and welcoming manner
- Maintain relationships with campus partners working in related fields
- Actively participate in staff training and professional development opportunities
- Work with SSI’s Administrative Coordinator to manage project budget and make purchases in a timely manner
- Work with marketing team to promote projects and events in a timely and effective manner
- Uphold the values of Student Leadership & Involvement
- 2.5 hours per term on average to support signature SLI events and programming
- 2.5 hours per term on average for ongoing professional development and community building
Required Qualifications:
- Demonstrated organization skills
- Experience working independently and collaboratively
- Effective verbal and written communication skills
- Must be a currently enrolled student at Oregon State University for at least 6 academic credits
- Must be in good academic standing for the term prior to selection and during entire period of employment
- Must maintain at least a cumulative GPA of 2.0 (undergraduates) or 3.0 (graduates)

Preferred Qualifications:
- Demonstrated knowledge of and passion for holistic (environmental, social, and economic) sustainability
- Prior involvement in leadership activities, student organizations, event planning and/or outreach activities
- Experience coordinating volunteers
- Experience supervising, training, and/or mentoring others
- Maintain at least a cumulative and term GPA of 2.5 (undergraduates)

Terms:
- Start date: September 5, 2017 (with one required training day spring term on May 21, 2017)
- Expected to work an average of 15 hours each week, including evening and weekend hours as required to implement effective programming
- Required to attend weekly staff meetings, individual supervisory meetings, and staff trainings
- Pay rate is $10.55 per hour

Training Commitment:
- Spring Training Day: Sunday, May 21, 2017
- Fall Training: Tuesday, September 5 – Tuesday, September 19, 2017

OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.