



**SFSU CAMPUS RECREATION**

# **NOW HIRING**

**Student Manager for Sustainability**

**APPLICATION DEADLINE:  
OPEN UNTIL FILLED**

**Qualtrics - Common Application:**

**[HTTPS://SFSU.CO1.QUALTRICS.COM/JFE/FOR  
M/SV\\_3N47J3OAEH4XELX](https://sfsu.co1.qualtrics.com/jfe/form/SV_3N47J3OAEH4XELX)**



## PURPOSE

The main responsibility of the Student Manager for Sustainability is to oversee the sustainable practices and operations in our building. This position will educate staff and participants on sustainability within, and outside of, the Mashouf Wellness Center. The Student Manager for Sustainability is responsible for promoting and educating students on the benefits of sustainability and sustainable features. They are responsible for maintaining sustainable building features and continuing to add to our sustainable practices through social media, events, emails, and building and program operations.

## DUTIES AND RESPONSIBILITIES

- Develop, implement, review and refine sustainability policies, practices, guidelines, and handbooks to ensure building operations maintain LEED platinum standards and are contributing to the triple bottom line of the MWC operations and programs.
- Assist Full-Time staff in re-certification and maintenance of LEED platinum standing.
- Educate participants and staff on sustainability and sustainable features in the building, such as: solar panels, grey water system, recycled flooring, LED Lighting, bioswales.
- Create and update documents in regards to sustainable features and practices.
- Work with other student managers to create and improve sustainable practices in their respective program areas.
- Provide a professional, welcoming, and inclusive environment for staff and participants.
- Maintain current knowledge of all Campus Recreation programs and participate in the planning and implementation of additional Campus Rec programs and activities as needed.
- Regularly attend weekly Management Team Meetings, as well as the Management Team Leadership Retreat at the start of the fall and spring semester, and other required trainings and meetings as necessary.
- Work with other organizations and departments on campus to stay up to date with common practices and features of sustainability within our university.
- Hours will vary, however students may not work more than 20 hours/week during the academic semester.
- Maintain an inventory of the equipment and report when supplies are running low or when equipment needs repair or replacement.
- Disseminate information about Campus sustainability practices and services to participants and staff.

## QUALIFICATIONS

- Previous leadership, coordination or management experience is preferred
- Must have knowledge of sustainability and its benefits and be able to present and articulate it effectively to others.
- First Aid, CPR, & AED Certified, or willing to obtain within 3 months of being hired.
- Must be a student at San Francisco State University enrolled in 6+ units, with minimum 2.0 GPA.
- Employment may be dependent on passing a background check.
- Experience must include use of Microsoft Word, Excel, and use of standard office equipment such as photocopier and telephones.
- Demonstrated leadership skills including strong communication skills, and working in a team environment.
- Must be able to work independently without direct supervision on day to day tasks.
- Ability to work with student groups as well as faculty/staff and off-campus community groups.
- Ability to complete tasks accurately and in a timely manner.