

## **SUSTAINABILITY FELLOW**

### **Position Description**

#### **GENERAL DESCRIPTION**

The Sustainability Fellow is a student working with the Department of Residential Life as part of a proactive educational group to promote the awareness and value of sustainable efforts to the on-campus housing community at Plymouth State University. Sustainability Fellows increase awareness of environmental related issues, create dialogue that enhances the perception of sustainability, and work to build sustainability awareness, and promote environmentally conscious choices and living habits. Sustainability Fellows help develop educational programs to promote the importance, awareness, and options for more sustainable living available to Residence Hall students. The Sustainability Fellow receives direct supervision from the Residential Life Coordinator of Sustainability Programs and additional supervision from the professional live-on staff.

#### **DUTIES AND RESPONSIBILITIES**

##### **A. Community Support/Programming**

- a. To provide two active programs a month in your area.
- b. To provide one passive program a month in your area.
- c. To provide one group program per semester with entire Sustainability Fellow group for the entire campus community.
- d. Maintain a bi-weekly informational bulletin board designated by Residence Director that coincide with themes chosen by the Sustainability Fellow group.
- e. Research and supplement Residential Life staff with resources around Environmental and Sustainability topics.

##### **B. Student Advocacy**

- a. Assume a leadership role in developing a sense of responsibility in each community and fostering consideration of environmental issues, sustainable choices and living habits.
- b. Be a resource to members of the community who want to know more or are concerned about the environment of their community.
- c. Encourage interpersonal and group interactions among residents.

##### **C. Staff Team Responsibilities/Training**

- a. Attend bi-weekly Sustainability Fellow staff development meetings designated by Sustainability Coordinator.
- b. Attend bi weekly meetings with Residence Director/Manager in your area.
- c. Actively participates in Sustainability Fellow training and development activities.
- d. Must be able to attend and participate in Sustainability Fellow Training September 8-9<sup>th</sup>, 2008.

##### **D. Administrative Responsibilities**

- a. Keep a log/journal of activities in regards to position to be shared with Coordinator.
- b. Submits any required reports or paperwork in a timely manner.
- c. Check your Plymouth email daily to aid in communication with Sustainability Coordinator/Sustainability Fellows.
- d. Must schedule and attend monthly meetings with Diversity Coordinator.

#### **CRITERIA FOR CONSIDERATION**

- Must be living in on campus housing during time of appointment.
- Exhibit a commitment to Sustainability.
- Displays a willingness to learn more about topics and issues of sustainability.
- Have a willingness to enhance presentation skills.
- Demonstrate self motivation in to be successful at position.

**COMPENSATION**

- All Sustainability Fellows receive a housing scholarship in the amount of \$1000 per semester.
- Sustainability Fellow positions are renewable each semester if deemed appropriate by S Coordinator. Evaluation between Coordinator, RD/Manager and Fellow after fall semester will determine if Sustainability Fellow has continued employment for spring semester.
- Sustainability Fellow’s must reapply during the summer (see hiring timeline) for next academic year if interested in returning to position.

**Current Fellows need to reapply during the summer (see hiring timeline) if interested in Sustainability Fellow position for 2008-2009 academic year.**

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**STAFF CONTRACT- (to be signed after receiving position)**

**I, the undersigned , herby agree to all aspects of the above specified Diversity Fellow position description.**

**I, the undersigned, understand that failure to meet responsibilities or expectations associated with the Sustainability Fellow position description may result in disciplinary action up to termination from the Sustainability Fellow position.**

\_\_\_\_\_  
Diversity Fellow Signature

\_\_\_\_\_  
Coordinator for Res-Life Diversity Programs Signature

\_\_\_\_\_  
Diversity Fellow Name (print)

\_\_\_\_\_  
Date