Overview

The Office of Sustainability designs and encourages educational opportunities and dynamic systems-change toward a more sustainable and just future. We engage in initiatives that create economic vitality, promote health, protect ecology, and uphold social justice. Through collaboration with individuals and groups throughout WWU and the larger community, we seek to empower and uplift all who strive to address the climate emergency and create sustainable systems-change.

The data ambassador adds value across the Office through important sustainability data collection and visualization. This data is used for educational, certification, and reporting purposes. Specifically, the student in this position collects data for the Sustainability Tracking, Assessment & Rating System (STARS) administered through the Association for the Advancement of Sustainability in Higher Education (AASHE); for the Department of Ecology’s Greenhouse Gas Inventory; and for internal reporting and program assessment needs.

Responsibilities

- Perform a diverse set of research duties, as needed
- Assess the steps necessary to attain needed information, execute those steps to completion, and adjust strategy along the way to meet goals.
- This may include email correspondence, phone conversations, in-person meetings, or surveys of online information.
- Collect and visualize information related to sustainability from individuals and departments across campus and enter/update the information in the online AASHE STARS sustainability tracking system and Department of Ecology Greenhouse Gas Reporting system.
- With the Sustainability Action Plan (SAP) as a guiding document for priorities, assemble data for the purposes of creating educational infographics for the Office
- Other duties as assigned

Position Classification and Salary

Classification: Program Support Staff 2
Salary: $15.05 per hour
Supervisor: Interim Director

Position Funding

Work study is required for this position.

Terms of Position

- Period of employment is September 13, 2021 – June 10, 2022
- Attend mandatory staff training
- Work up to a maximum of 12 hours per week, depending on office need. Work schedule is flexible around academic needs
Most work will be completed between 8am-5pm Monday-Friday, except for one staff meeting per month, and events which may occur on nights and/or weekends. Supervisor approval is required for work outside of regular hours.

The position holder is not expected to work during winter break or spring break.

**Required Qualifications and Experience**

- Interest in sustainability and climate change
- Interest in data collection, analysis, and visualization
- Collaborative spirit
- Attention to climate impacts and social justice
- Commitment to working toward a more socially and environmentally just community
- Familiarity with research, writing and editing
- Experience with Microsoft Office, primarily Excel, Word, and Outlook
- Demonstrated ability to pay close attention to detail
- Strong organization and planning skills
- Be an enrolled Western student and maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates
- Maintain a minimum grade point average of 2.0

**Preferred Qualifications and Experience**

- Knowledge of various aspects of sustainability on small and large scales
- Experience keeping notes and collecting information for ongoing projects
- Ability to communicate well with university staff

**Educational/Professional Benefits**

- This position will learn skills in the areas of data collection, collaboration, research, writing, communication, and project management
- Position will also learn about organizational management and organizational change

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*At the Institute for Sustainability and Climate Action we value and work toward diversity, equity, and inclusion because it makes our lives richer and our work better.*