The University of Houston Office of Sustainability is seeking a part-time student worker currently attending UH’s central campus to serve as the communications assistant. The communications assistant will manage the UH Sustainability social media accounts, blog, and monthly newsletter as well as execute outreach activities and general tasks for the Office of Sustainability.

**Education requirements:** Part-time or full-time student at the University of Houston central campus.

**Skills and qualifications:**
- Superb communications, writing and oral presentation skills
- Experience leveraging campaigns through social media platforms
- Interest in sustainability or desire to learn more
- Self-motivated and capable of executing goals without assistance
- Comfortable in a leadership position
- Personable and willing to engage people at UH and in the surrounding communities

**Preferred:**
- Knowledge of or experience with html, CSS, JavaScript, AP Style
- Blog writing, editing, and newsletter experience
- Experience working in an office environment
- Experience using the Microsoft Office Suite and Adobe Creative Design Suite
- Experience leading projects and communicating with key stakeholders at a university

**Job duties (role specific):**
1. Manage UH Sustainability social media platforms (Facebook, Twitter, YouTube, Pinterest, Instagram).
2. Manage UH Sustainability blog and work with other student staff and guest bloggers on posts (at least two posts a month).
3. Attend UH Sustainability events and post to social media – engage campus participants.
4. Increase followers and subscribers to all communications platforms and evaluate engagement.
5. Create draft for monthly sustainability newsletter and work with manager on final draft in Dreamweaver.
6. Assist in updates to UH Sustainability website.
7. Other office and communications duties as assigned.

**Job duties (office specific):**
1. Help with outreach events (planning, set up/breakdown, event execution).
2. Hold educational tablings at UH events and orientations as well as at outreach events in the Houston area.
3. Provide operational support to the Office of Sustainability and other Auxiliary Service programs (when necessary).
4. Conduct location scouting for recycling and sustainability improvements.
5. Help with promotional materials (creating, posting, laminating, cutting, folding, etc.).
6. Input and analyze data.
7. Attend weekly student sustainability team meetings.
8. Other outreach and office-related tasks as assigned.

**Environmental conditions and physical effort:** Work mostly in an office environment. Exposed to some weather conditions (heat, rain, etc.) occasionally. Must be able to lift 50 pounds.

**Pay:** $10 an hour

**Additional information:** Flexible schedules are granted based on the student’s course and extracurricular commitments. Full-time students cannot exceed 20 hours a week while class is in session; however, you may work 40 hours a week during winter, summer and spring breaks. You must work a minimum of 10 hours every week unless vacation or sick time has been requested. A background check is required.

**To apply:** Email Sarah Kelly at smkelly5@central.uh.edu with a reference sheet, your resume and a cover letter expressing interest in the position and highlighting your qualifications. Learn more about UH sustainability at www.uh.edu/sustainability.