The University of Houston Office of Sustainability is seeking a part-time student worker currently attending UH’s central campus to serve as the office and team lead. The office and team lead will direct the student sustainability team, manage schedules, develop trainings, manage office needs as well as execute outreach activities and general tasks for the Office of Sustainability. This student worker will collaborate and assist all student workers in the Office of Sustainability.

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

**Skills and qualifications:**
- Experience working in office environment
- Organized and efficient
- Superb communication, time management and managerial skills
- Ability to manage multiple projects and keep staff on task
- 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 in sustainability and outreach
- Supervisory, leadership or management experience
- Experience using the Microsoft Office Suite and shared document platforms
- Experience leading projects and communicating with key stakeholders at a university

**Job duties (role specific):**
1. Manage student sustainability schedules.
2. Meet with students one-on-one and monitor project progress.
3. Receive direction from sustainability manager and communicate updates to student staff.
4. Assist with office paperwork, reservations and answering general email accounts.
5. Develop sustainability trainings and teambuilding experiences for sustainability team.
6. Communicate with key stakeholders (faculty, staff and students) on campus and outside vendors.
7. Assist in all office of sustainability projects as needed. (particularly – biking, design, event planning, outreach, gardens, social media, newsletters, etc.)
8. Other office and project 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:** $11 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.