



Education and Outreach S-Rep Job Description

Skidmore Sustainability Office

Location: Skidmore College

Term: 2015-16 Academic year

Compensation: \$8.75/hour, 3 hours per week

Description:

The Skidmore Sustainability Office is looking for four students to serve as Education and Outreach S-Reps. The Education and Outreach S-Reps will create and implement campaigns designed to increase the awareness of sustainability and inspire behavior change on campus. Educational campaigns will cover topics such as Recycling and Waste Management, Energy, Local food and food justice, and more.

Education and Outreach S-Reps must attend weekly planning meetings (day and time TBA), as well as monthly meetings with the rest of the Skidmore Sustainability Office team. The S-Reps will plan and implement educational campaigns each semester. In the spring semester, campaigns will be focused around campus initiatives and groups, such as the Community Garden, Bikemore, Compost, North Woods, and more. S-Reps are also expected to connect with Saratoga and Skidmore community partners, attend occasional ResLife meetings, and work with program leaders to incorporate campus events into educational campaigns. S-Reps report to Emily Davidson, Sustainability Fellow and Levi Rogers, Sustainability Coordinator.

Duties:

- Create fun and inclusive programs and materials for campaigns
- Work closely with the Office of Residential Life, The Skidmore Sustainability Office, OSDP, and Student Leadership Activities to incorporate sustainability in current programs and initiatives
- Attend weekly meetings to brainstorm and plan campaigns
- Attend monthly meetings with the rest of the Sustainability team, including Compost Managers, North Woods Stewards, Bikemore Manager, Communications S-Reps, and Education and Outreach S-Reps, Skidmore Community Garden Manager
- Work closely with Communications S-Reps and Events S-Reps to publicize and create educational materials for events

Requirements:

- **Submission of cover letter and resume**
- Excellent organization skills
- Self-starter
- Able to work with diverse groups and audiences
- Ability to respond to emails in a timely manner

Please Submit Materials by 3/1/2015 with S-Rep Education Application as the Subject Line to:
sustainability@skidmore.edu

Candidates will be notified by March 6, 2015 in regards to their application and top candidates may be asked for interviews prior to their hire.