

UNIVERSITY of
NORTHERN COLORADO
Dining Services

Job Title(s):	<ul style="list-style-type: none"> • Event Coordinator (s) • Leader or President of Group • Marketing Coordinator (s) • Post, Publish, & Blog Coordinator • Project Management • 'Street Team' to work events • Survey – Create, Conduct, Compile 	Job Category:	Advertising/Promotional Dietetics Environmental Studies Journalism Leadership/Entrepreneur Recreation, Hospitality, Tourism Other: Enthusiastic Students
Department/Group:	Sustainability Project 2014-2015	Job Code/ Req#:	n/a
Location:	Tobey-Kendel Dining Service Office	Travel Required:	Local Travel, on-campus
Level/Salary Range:	Non-paid internship/credit hours, practicum, directed study, & capstone project positions	Position Type:	8-12 positions available Part-time, based on internship/credit hour requirements
HR Contact:	Jennifer (Jenny) Larson	Date posted:	July 27, 2014
Will Train Applicant(s):	Yes-Jenny Larson	Posting Expires:	September 4, 2014
External posting URL:	n/a		
Internal posting URL:	n/a		
Applications Accepted By:			
FAX OR E-MAIL: 970-351-1983 or Jennifer.larson@unco.edu Subject Line: Attention: Jenny Larson, Dining Services		MAIL: Dining Services Campus Box 47 501 20 th Street, Greeley, CO 80639	
Job Description			
ROLE AND RESPONSIBILITIES <p>STUDENT ROLES: TO SUPPORT, ENCOURAGE, AND EDUCATE STUDENTS, FACULTY, AND STAFF ON CAMPUS TO INCORPORATE SUSTAINABLE ACTIVITIES IN THEIR DAY-TO-DAY LIVES.</p> <ul style="list-style-type: none"> • Operate and staff, recycle/compost stations at outdoor events and home football games (new this year, pilot program). • Create questions, conduct and compile results of sustainability survey for students and incorporate results into future goals/initiatives. • Create & organize an educational program for all outdoor events, football games & at the UC. • Create marketing calendar and plan and coordinate promotions at the University Center to encourage sustainable activities • Compile & compare results of educational efforts by measuring & recording compost/recycle weights. • Publish, present, post, and blog on a monthly basis to a variety of outlets to promote the program. 			

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QUALIFICATIONS AND EDUCATION REQUIREMENTS

Must be a student at UNC. Graduate and undergraduate positions are available. The number of positions available ranges from 8-12 students. The internship/credit hour opportunity is available for the fall semester, and both fall and spring, if students wish to carry out the entire mission of the program that includes designing future goals and initiatives based on feedback and information compiled throughout the year.

PREFERRED SKILLS

Looking for students who are enthusiastic about living a life of sustainability and are committed to the success of the program. Other highly desired skills include being organized, detailed, team-oriented attitude, enthusiastic, accountable, reliable, and timely. This position needs to be viewed like a job. The work that will be done this next year will help you persist through graduation and beyond. This experience will set you apart from other candidates when you apply for future internships and jobs within your career or field of study and beyond graduation.

ADDITIONAL NOTES

Phase II Sustainability Initiative: Transformative Learning & Student Learning Outcomes

1. *Develop Leadership Skills working with and Across Teams/Departments/Faculty & Staff*
2. *Create, Plan and Organize Educational Materials & Events*
3. *Create Marketing Calendar*
4. *Develop Marketing Message & Mode of Delivery*
5. *Develop Project Management & Fiscal Responsibility Skills*
6. *Create Benchmarks and Surveys, Compile Results, and Plan Future Goals & Initiatives*
7. *Provide Progress Reports and Results through Presentations, Blogs & Posts*
- 8.

NOTE: Credit Hour Students/Interns will need to work all positions noted below. However, elections will take place to nominate and select a main event coordinator, leader of the group, marketing coordinator and the street team.

Event Coordinator (s)

Marketing Coordinator (s): Survey – Create, Conduct, Compile

Leader or President: Project and Team Management

'Street Team' to work events

Required Events to 'work:'

- **Taste of UNC:** August 22nd
- **Home Football Games:** September 13th, October 4th, October 11th*, October 25th, November 22nd.
- ***Note: October 11th** is Homecoming, additional duties will be assumed to run the recycle/compost station at Community Fest activities before the game.
- Monthly **University Center** promotional and educational events.

Students' class and work schedule will be considered when staffing events.

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Approved By:	Click here to enter text.	Date:	Click here to enter a date.
Last Updated By:	Click here to enter text.	Date/Time:	Click here to enter text.