# Job Description for Temporary, Casual or Interim Positions

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Sustainability and Energy Conservation Support Assistant</th>
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<tbody>
<tr>
<td>Interim Job Code</td>
<td>INT029</td>
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<tr>
<td>Pay Grid</td>
<td>Temporary</td>
</tr>
<tr>
<td>Student Work Program Job Code</td>
<td>WPS029</td>
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<td>Pay Grade</td>
<td>Level 2</td>
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## Job Summary
Under general supervision, performs a variety of duties to assist with University conservation and sustainability projects and events.

## Accountabilities
1. Assist program/department staff to plan, coordinate, and implement various sustainability and/or conservation projects and events.
2. Assist in the research for sustainability and/or conservation initiatives.
3. Provide on-site support for events and initiatives.
4. Collect and draft content utilizing provided templates for various communication platforms.
5. Answer or redirect general inquiries in person or by telephone and e-mail.
6. Update, record and maintain files, correspondence and records.

## Qualifications
**Education:** High school diploma or equivalent.

**Experience:** Six months of experience in a customer service or social work environment.

## Working Conditions
- Typical office environment.
- Safety shoes are required to be worn.
- May be exposed to inclement weather when providing support for outdoor events.
- Work is completed under general supervision.

Date Revised: February 6, 2018