

Job Description for Temporary, Casual or Interim Positions

Job Title	Sustainability and Energy Conservation Support Assistant		
Interim Job Code	INT029	Pay Grid	Temporary
Student Work Program Job Code	WPS029	Pay Grade	Level 2

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.