

Sustainability Assistant

Position Details

Position Information

Position Title	Sustainability Assistant
Posting Type	Temporary
End Date (if applicable)	08/30/2024
Classification Title	App G Student
Pay Band	1
Min Salary	\$16.55
Max Salary	\$16.55

Position Summary

The student will take part in a number of tasks to assist Campus Sustainability in planning and implementing sustainability focused initiatives on campus. Duties and responsibilities will include but are not limited to:

- Planning and delivering student focused sustainability engagement opportunities and activities.
- Connecting with the campus community on sustainability initiatives and objectives including the Sustainable Development Goals (SDGs).
- Assisting in written and verbal communications including reports, evaluations, and presentations.
- Performing research on sustainability topics and best practices to support the development of new initiatives.
- Supporting the implementation of new waste management initiatives.
- Developing graphics and communication materials to support ongoing projects.

Location/Campus

Thunder Bay Campus

Education

Minimum level of formal education required for the position

Partial Secondary School Completion

Specific course(s), certification, qualification, formal training or accreditation required for the position

Additional Requirements

- Proficient in MS Office software
- Organized and resourceful.
- Ability to develop graphics, videos or other communication materials is an asset

Field(s) of Study

- Must be a full-time post-secondary student at Confederation College in the 2022-23 academic year (minimum – attending entire winter 2023 semester). *Full-time is defined as having a minimum 60% course load, or 40% if you have a permanent disability;

- Must be returning to Confederation College as a full-time post-secondary student in September 2023 and have submitted a confirmation of enrolment form to the Financial Aid department;
- Must demonstrate financial need which is determined by submitting a financial needs form to the Financial Aid department;
- Must be a Canadian citizen, permanent resident, protected person or an International Student of Confederation College who is legally eligible to work in Canada;
- Interest in sustainability and the sustainable development goals is an asset.

Experience

Typical number of years of experience, in addition to the necessary education level, required to perform the responsibilities of the position Less than one (1) year

Type of Experience

Posting Detail Information

Posting Number SU-P-24-88P
Close Date 03/10/2024

Reference Collection Settings

Reference Collection Settings

Minimum Requests 0

Maximum Requests

Reference Related Instructions

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. Please indicate if you are enrolled as an international or domestic student.
 - o international student
 - o domestic student

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter (Address to Human Resources)

Optional Documents

None