

**UNIVERSITY OF SOUTHERN CALIFORNIA  
USC SUSTAINABILITY  
STUDENT PROJECTS AND GREEN ENGAGEMENT FUND COORDINATOR  
JOB ANNOUNCEMENT**

**Position:** **Student Projects and Green Engagement Fund Coordinator:**  
(15 - 20 hours per week)

**Starting Date:** **Summer or Fall 2017**

**Position Description:**

The Office of Sustainability is in need of a student projects coordinator. This student will work closely with student groups such as the Environmental Student Assembly to assist them in implementing student sustainability initiatives. This position functions as a main point of connection between students wishing to implement projects on campus and university administration, providing students guidance to make their projects more successful.

This position also coordinates the green engagement fund. This includes promoting and holding informational sessions, receiving and advising student project applications, staffing green engagement fund meetings (scheduling, minutes, document distribution, etc.), assisting students with the purchase of materials and services once projects are funded, and reporting on project status and accomplishments.

All members of the USC Sustainability team are expected to support each other's projects, including fall tailgate and Coliseum waste diversion efforts, earth month, garden workshops, and regular USC Sustainability programming.  
Other duties as assigned.

**Preferential  
Qualifications:**

1. Experience implementing projects on campus.
2. Experience in USC student government
4. Excellent oral and written communication skills.
5. Ability to articulate and disseminate detailed information.
6. Basic knowledge of sustainability and sustainability practices on campus.
7. **Ability to meet deadlines a must**

**Compensation:** **This position starts at \$10.50/hr**

**Application  
Deadline:**

Open until filled. **Please submit your resume** to Halli Bovia,  
[hbovia@caps.usc.edu](mailto:hbovia@caps.usc.edu)