Student Assistant – Sustainability Assistant

REPORTS TO: Sustainability Coordinator

BASIC FUNCTIONS and RESPONSIBILITIES: Under the direction of the Sustainability Coordinator students are responsible for increasing student engagement in sustainability, creating multimedia marketing tools to promote programs and initiatives, updating social media for the office, assisting in event planning, and occasional errands within the campus community, assist in updating student volunteer database in OrgSync.

Commitment: 20hrs/week
Salary: $8/hr.

EDUCATION, WORK EXPERIENCE, AND TECHNICAL SKILLS

• Continued student enrollment at Georgia State University, customer service, administrative or office experience; or a combination of training and experience.

• Understands and effectively uses a computer, and standard software packages such as Microsoft Word, Excel and PowerPoint, Outlook, Publisher and general office equipment such as printer, photocopier, calculator, and fax equipment required. Adobe Suite knowledge is a plus.

• Demonstrates excellent verbal and written communication skills.

• Uses effective time management and organizational skills.

• Exhibits a positive attitude!

PROFESSIONAL SKILLS

• Routinely reports for work in a dependable and timely manner and motivates same among peers.

• Maintains flexibility and adapts to new work situations, people, ideas, procedures and organizational structures.

• Is knowledgeable of the duties required to perform the job and willingly shares that knowledge with others.

• Consistently demonstrates accuracy, timeliness, and reliability with a high degree of independence and initiative, balancing multiple tasks or assignments well.

• Demonstrates a high degree of personal integrity and excellent professional judgment.

• Communicates in a professional manner and works effectively as a team member and a team builder. Demonstrates courtesy and consideration of others, utilizes good listening skills, maintains a high degree of patience with others, shows respect for others at all position levels. Accepts differences among individuals, exhibits open-mindedness, and willingness to accept the ideas of others.
• Utilizes good judgment about communications including what, when, and with whom to communicate regarding matters of importance.

• Demonstrates professional conduct at all times in interactions with others and works well with others. Approaches work in a mature and reliable manner. Maintains composure and stability under pressure in dealing with stressful situations. Provides and accepts constructive counsel well.

• Manages assignments without the need for routine supervisory prompting. Works productively in both quantity and quality of services provided. Appropriately plans, organizes, and prioritizes work. Takes responsibility for own actions and the consequences of those actions.

• Demonstrates flexibility and good professional judgment in anticipating and responding to customer needs. Views services from the customer’s perspective and provides excellence and caring in delivery of services.

If interested, please send a cover letter and resume to sustainability@gsu.edu by January 15th, 2015. The selected candidate will be expected to begin on February 2nd, 2015.