



UMassAmherst | UMass Dining

## Student Auxiliary Sustainability Coordinator – Position Description

*UMass Auxiliary Enterprises, Spring 2019*

### **Description:**

The UMass Auxiliary Sustainability department is in the midst of several exciting projects and continuously working to expand and improve our efforts. An important component of this work is related to our campus food systems. The Student Auxiliary Sustainability Coordinator supports projects currently in progress and works to promote new programs around purchasing local foods, reducing waste, engaging the campus community, etc.

The Student Auxiliary Sustainability Coordinator works closely with the UMass Auxiliary Director of Sustainability and Regional Food Systems Coordinator to support the Auxiliary Sustainability Department goals. The vision for this role is to create a sustainable and engaged campus community through our local food systems and operations.

Weekly Structure/Monthly Structure: The SASC will meet weekly with the Director of Sustainability and Regional Food Systems Coordinator to discuss responsibilities and projects and monthly meetings of the Sustainability Team.

### **Responsibilities:**

The majority of this role will be focused on supporting the community engagement and marketing objectives for the UMass Healthy and Sustainable Food System Initiative (UMHSFS). Some of these projects and tasks include:

- **Showcase our community partners:** Select monthly community partner candidates with the Director of Sustainability. Set up photoshoots of the farmers and other partners with Keith Toffling, coordinate with Bobby Hanke for printing posters, and write blurbs for the [localumass.com](http://localumass.com) website.
- **Event Planning:** Support the department with event planning throughout the semester, including Diet for a Cooler Planet, Food Day and others.
- **Student Engagement and Education:** Support various departments and student groups across campus to engage the campus in food systems education; further, this student coordinator offers guidance to students interested in getting involved in campus food sustainability.
- **Social Media & Marketing:** Organizing regular content and photos to be sent to the Marketing Department for posting on the UMass Dining facebook page. Marketing may also include updating, editing, and writing blogs for the localumass website.
- **Campus-wide Sustainability Projects and Programs:** Contribute to campus-wide projects and events to promote sustainability; this may include tabling, networking, and presenting about UMass Dining Sustainability at events / classes.
- **Special Projects:** Support Auxiliary Sustainability tasks as needed, often including coordination, research and write-ups, or on-site support at events.

**Start Date:** As early as March 5, 2019 **Compensation:** The Student Auxiliary Sustainability Coordinator works 10-15 hours per week at a rate of \$13.00 per hour.

## **Student Auxiliary Sustainability Coordinator - Application**

*UMass Auxiliary Enterprises, Spring 2019*

### **To Apply:**

Please review the position description carefully and submit the application included below. Please attach your resume to this application if you have one. Submit application to Kathy Wicks ([kwicks@umass.edu](mailto:kwicks@umass.edu)). If you are selected for an interview, you will be notified in **early March** to coordinate an appointment time.

### **Applicant Information:**

Name:

Major:

Email:

Phone:

Expected Graduation Date:

### **Short Answer Questions:**

*Please use all the space that you feel is necessary to complete each question. Completed applications will be kept strictly confidential and will not be shared with anyone. Answer questions to the best of your ability.*

1. How did you hear about the Student Auxiliary Sustainability Coordinator position?
2. Why are you interested in this position?
3. Please describe any relevant skills / experience you have that will help you excel in this position.
4. What courses have you taken that might be relevant / useful for this position?
5. Describe one small group or team experience that worked well for you, and one that felt limiting.
6. What experience do you have in UMass campus sustainability, if any?
7. In what areas of your life do you wish to grow?

8. What do you hope to gain or learn from your work as a Student Coordinator with UMass Auxiliary?
  
9. What are you passionate about? Please share about one thing that excites or inspires you.
  
10. Please include with your application something that you are proud of. This can be anything: a story, a photograph, an academic paper, a song, a knitting project, a poem, a drawing, a recipe, a sculpture, etc. (If it is something you cannot email, please bring your piece of work to the interview.) Be creative.
  
11. Please provide 2 reference with a phone number and/or email address. This can be either an academic reference or a reference from your most recent employment.
  
12. Have you visited our website [localumass.com](http://localumass.com)? Yes or No?
  
13. **Interview Times:** Please indicate your availability for interviews the first two weeks of March.

Thank you for taking the time to complete this application. Your honest responses are very important in the selection process. If selected, you will be contacted in **early March** to set up an interview. Email application to [kwicks@umass.edu](mailto:kwicks@umass.edu).