



EvCC Sustainability Office Application Packet

Position Information

The EvCC Office of Sustainability manages and documents campus resources, manages sustainability programs and processes and provides sustainability education and outreach to the campus and local community. Positions in the Sustainability Office provide a unique opportunity for students to impact the future of EvCC's sustainable growth and management. Employees of the Sustainability Office manage programs and resource usage and assist with the management of the EvCC Green Fee Fund, along with developing and implementing future sustainability projects and programs at EvCC.

Application Deadlines: Monday, July 15, 2019 by 6pm
Turn application in to Student LIFE, PSU 209 or to studentlife@everettcc.edu

Period of Employment: Sunday, August 25, 2019 – Friday, June 19, 2020
Summer employment may be available.

Hours:

- **REQUIRED: Staff meetings – Weekly TBD**
- 15 hours per week. Hours will be worked between M/F, and vary depending on student schedule. Hours must be worked during Sustainability Office hours: 7:30am-4pm
- Summer Quarter hours are available
- Various hours representing Everett Community College at various campus and community events. Evenings and some weekend hours may be required.

Salary: \$12 per hour

Important Dates:

| | |
|------------------|---|
| July 15, 2019 | Application Due |
| July 29-August 1 | Tentative Interview Dates (for selected candidates) |
| August 25-30 | Student Leader Training Week |
| September 16-20 | EvCC Welcome Week |

Contact:

Student LIFE
(Leadership, Inclusion, Fun and Engagement)
Student LIFE, PSU 209
425-388-9561 or studentlife@everettcc.edu



EvCC Sustainability Office Application Packet

Please keep this page for your records.

Responsibilities

Sustainability Officer (Office of Sustainability)

- Works with and reports to the EvCC ASB Senate on matters related to the EvCC Green Fee.
- Attends all scheduled ASB Senate meetings.
- Acts as student chair of the EvCC Green Fee Committee
- Communicates with various groups / entities on behalf of the EvCC Green Fee Committee and the EvCC Office of Sustainability
- Other duties as assigned

Event / Media Coordinator (Office of Sustainability)

- Sustainability web page and blog updates/management
- Creation of Sustainability office media/graphics for outreach
- Assists with planning and logistics for sustainability events
- Green Fee / sustainability / admin support as assigned
- Other duties as assigned

Program and Data Coordinator (Office of Sustainability)

- Manages EvCC utilities data / uploads data files to Portfolio Manger
- Manages day to day sustainability programs collections
- Green fee / sustainability / admin support as assigned
- Other duties as assigned

Qualifications

- Must be currently enrolled in at least 10 EvCC credits or be registered for 10 credits the quarter the position would begin.
- Must have a quarterly and cumulative GPA of at least 2.5.
- Position has a one academic year commitment. (Fall 2019-Spring 2020)
- Demonstrate strong communication (written and verbal) and interpersonal skills.
- Exhibit leadership, initiative, dependability, discipline, enthusiasm and willingness to growth both personally and professionally.
- Must be able to attend Student Leader Training Week and weekly staff meetings.
- The hiring of all candidates that are selected for positions is tentative until a criminal background and EvCC conduct check is completed.



EvCC Sustainability Office Application Packet

Instructions for Application:

Please print or type. Return the completed application to Student LIFE, PSU 209 or email it to studentlife@everettcc.edu.

To apply, please complete and submit the following:

1. Completed application form.
2. Complete questionnaire.
3. Turn in application *before* deadline.

Student Leader Application

First Name: _____ Last Name: _____

Student ID #: _____ Credit Hours Fall Quarter: _____

Are both your cumulative and quarterly GPA over 2.5? Yes No New Student

How did you learn about this job opportunity?

- Student Leader Job Brochure Student Ambassador Bulletin Board/Poster
 Student LIFE Friend Advisor Social Media Other: _____

Mailing Address: _____

Phone: _____ Cell Phone: _____

E-Mail: _____

Major Area of Study: _____ Expected Date of Graduation: _____

How long have you been enrolled at Everett Community College? _____

What languages are you fluent in? _____



EvCC Sustainability Office Application Packet

Please grade yourself in the following areas. Use the following scale.

O = Outstanding E = Excellent G=Good A = Average F = Fair

___ Attitude

___ Organizational Skills

___ Public Speaking

___ Self-Motivation

___ Communication Skills (Written)

___ Team Work

___ Interpersonal Communication

___ Work Ethic

___ Time Management

___ Computer Skills

___ Leadership

___ Cultural Awareness or Cultural Competenc



EvCC Sustainability Office Application Packet

Prior Work or Volunteer Experience:

Please begin with your most recent experience.

Employer or Organization: _____

Dates of Employment: _____ to _____ Your Title: _____

Description of your duties:

Reason for Leaving: _____

Employer or Organization: _____

Dates of Employment: _____ to _____ Your Title: _____

Description of your duties:

Reason for Leaving: _____

Employer or Organization: _____

Dates of Employment: _____ to _____ Your Title: _____

Description of your duties:

Reason for Leaving: _____



EvCC Sustainability Office Application Packet

Please list any campus or community activities you are involved with.

Examples: clubs, organizations, community service, etc. Please list the most recent items first.

| Organization/Activity | Position | Dates |
|-----------------------|----------|-------|
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Do you have any other commitments during the 2019-20 academic year?

Examples: off-campus work, student athlete, student clubs, etc. If so, please list:

Please list at least three (3) references that are not related to you.

1. _____ Phone: _____
2. _____ Phone: _____
3. _____ Phone: _____

I certify that all the information provided on this application is accurate is true, and acknowledge that any misrepresentation and/or withholding of information may result in rejection of this application or may be considered just cause for discharge if discovered after employment begins. I also understand that incomplete applications may not be considered.

Applicant's Signature

Date



EvCC Sustainability Office Application Packet

Student Leader Questionnaire

Important to note!

All questions must be answered in order to complete this application process or your application will not be considered.

All answers must be typed.

Please answer the following questions and attach to your application before submitting:

1. Please describe what Sustainability means to you.
2. Please go to www.everettcc.edu/green and review the information. What part of EvCC Sustainability's program/process or outreach is most important to you and why?

Return the completed application to Student LIFE, PSU 209 or email to studentlife@everettcc.edu

Application Selection Process

After the application due date, applications are reviewed for eligibility. (Applicants must have a 2.5 GPA or higher quarterly and cumulatively and plan to register for at least 10 credits in the quarter they will start working. New students without a GPA are exempt.)

1. Names are removed from applications during committee review.
2. Committee reviews and grades applications with a scale of 1-5 on the following:
 - a. **Time/Effort** - Candidate took time to follow directions, information is organized, professional, and formatted.
 - b. **Complete** - Application was intact with all pages/questions, each section was filled out with info or N/A, references were included, and applicant may have attached additional items such as resume, cover letter, letters of recommendation.
 - c. **Content** - Responses to questions were well thought out or complete, student appeared interested in leadership experience, demonstrated understanding and desire to be an ambassador and a willingness to grow.
3. Applications with high scores in the above areas are selected for the interview process.