Community Environmental Services (CES) is recruiting applicants to fill multiple hourly wage project support staff positions. CES seeks highly organized, enthusiastic, self-motivated students interested in gaining hands-on experience working in recycling outreach, waste prevention program implementation, and residential energy efficiency while simultaneously achieving their educational goals at PSU. CES champions PSU’s motto *Let Knowledge Serve the City* by directing students to real-world challenges where classroom theory becomes applied solutions. For 24 years CES has worked directly with governments, educational institutions, and private-sector partners, to develop and improve materials sustainability programs, through education, technical assistance, and research. The project support staff positions are compensated $10.50 - $15.40 per hour depending on experience and PSU status.

The preferred candidate will be familiar with recycling and solid waste systems and/or energy efficiency programs, have experience working in a professional office environment, the field, and interested in improving sustainability practices. Providing a high-level of dedication, rigorous hands-on fieldwork, and attention to detail and technical report writing are all crucial aspects of this position. Preference will be given to self-starters who display professional and organized approach and who want to see their efforts impact positive change in the community. Students enrolled in related undergraduate and graduate programs such as urban planning, community development, engineering, public administration, urban studies, environmental science, or other relevant fields are encouraged to apply. Applicants for this position must currently be an enrolled student at PSU and maintain “student status” through June 2015.

Cover letter, resume, and attached application are due via email to Eric T. Crum (etcrum@pdx.edu), Director, and Moonrose Doherty (moonrose@pdx.edu), Material Assessment Manager, no later than March 7th at 5:00pm. Please put “CES Project Support Staff Application” in the subject line of the email. Application packets received after the posted deadline will not be considered.

**CES Projects**

For a complete list of project currently in the CES repertoire, please reference our website: [http://www.pdx.edu/ces/](http://www.pdx.edu/ces/). The hourly project support staff positions will primarily focus on the project areas listed below. There will be additional opportunities to work on other CES projects on an “as needed” basis.

- **Material Assessments®**
- **Energy Efficiency**
- **Sustainable Behavior Change/Community Outreach**

**Primary Responsibilities**

- Execute on-site data collection;
- Assist project coordinator with data entry, analysis and reporting;
- Conduct educational outreach and program promotion to residential units in Portland; and
- Support project coordinator and CES management on various project-related activities.
Primary Requirements

- Must be enrolled in PSU undergraduate or graduate program currently and through June, 2015;
- High competency with MS Word and Excel; and
- Able to commit to some evening and/or weekend hours.

General Preferences

- Competent working independently as well as on a team;
- Web design, graphic design, Adobe Suite knowledge, GIS and Drupal skills; and
- High level of communication and organization skills.
Project Support Staff Application
Community Environmental Services

Name: 

Primary Email: 
Primary Phone: 
Date: 

Secondary Email: 
Secondary Phone: 

Please respond to the following questions:

1) What interests you about CES? (250 words or less)

2) Why are you interested in the project support staff position with CES? (200 words or less)

3) You will be required to deal with multiple tasks, priorities and deadlines – describe 2-3 techniques or methods you use to keep yourself organized. (150 words or less)

4) Describe your ideal working relationship with senior management. (200 words or less)

5) Describe your knowledge of recycling, waste prevention and/or energy efficiency programs. (150 words or less)

6) Describe something interesting about yourself. What are you passionate about? (200 words or less)

7) What PSU program are you currently accepted in? What is your anticipated start and graduation date? (Quarter/Year)

8) Do you have any technical computing skills (GIS, Adobe InDesign, SPSS, Drupal)? If so, please describe. (150 words of less)

9) Do you have a valid Oregon Driver’s license? If yes, when did you obtain it?  Yes___ No___

10) What is your weekly work availability? Clarify if you are available any full days or some evenings/weekends.
11) Do you speak any language other than English? If so, what language, and at what level?

Language_________________ Fluency level ____________________

12) The CES culture rewards initiative. If you are given a task that demands certain input from management, and they are slow to respond, how would you handle the situation? (250 words or less)