**EcoReps Coordinator**  
Apply by December 11, 2016  
Job Status: 10-12 hours per week  
Compensation: $10/hour

**Position Description**  
The EcoReps Coordinator will work as part of the Student Sustainability Center to facilitate PSU’s EcoReps program. EcoReps integrate sustainability into PSU’s residential and campus experience with support from the Campus Sustainability Office and University Housing and Residence Life (UHRL).

Responsibilities include facilitating weekly meetings, supporting EcoReps in planning and implementing events and projects, and encouraging leadership development of participants. The EcoReps team will host 3 educational programs (winter) and design and implement personal projects (spring). One EcoRep from the 2015-16 academic year has returned as the program’s Leadership Fellow. They will support the Coordinator and team throughout the year.

The EcoReps Coordinator will also maintain communication with UHRL through regular meetings with a designated liaison. They will partner with Resident Assistants for knock and talks, hall programs, and help build sustainability messaging into UHRL websites and materials.

**Work Distribution**
- 50% - Manage EcoReps program (5 hrs/wk)
- 30% - Participation in SSC staff meetings, administrative work, and training (3 hrs/wk)
- 10% - Mentor intern (1-2 hr/wk)
- 10% - Meet with program partners (1-2 hr/wk)

**Qualifications**
- Expects to maintain good academic standing and complete at least 6 undergraduate, or 5 graduate PSU credit hours per term during the 2016-17 year
- 2.5 or higher cumulative institutional GPA
- Sophomore class standing or above
- Experience or strong interest in sustainability education and leadership development
- Experience planning and hosting programs or events
- Excellent interpersonal and communication skills
- Ability to manage multiple projects at the same time and be self-directed/motivated

**Preferred qualifications:**
- University Housing and Residence Life experience
- Currently living on campus

**To Apply**  
Submit a cover letter and resumé describing your education, qualifications, references and any related experience to hspalding@pdx.edu by December 11, 2016. Applications will be reviewed and interviews will be scheduled December 12-16th.

*Portland State University is an affirmative action, equal opportunity institution and welcomes applications from diverse candidates and candidates who support diversity.*