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| **Title of Position** | Sustainable Campus Assistant |
| **Department** | Sustainable Campus (Frost) |

**Primary Job Duties**

**Inventory No. / Job Task Details**

1.08 Collect, compile, record and/or consolidate data/information (ie. statistical purposes)

1.10 Respond to general inquiries (email, phone, in person), providing customer service, basic instruction and direct students/staff to appropriate personnel or resources

2.05 Assist with coordination and delivery of campus tours

3.05 Assist with the collection, organization and logging of specimens and data

4.09 Assist with the research and evaluation of animal studies

4.10 Monitor and record observations and details of work in daily log providing information and data collected

5.00 Assist with routine maintenance and cleaning tasks as required

5.03 Seasonal gardening and/or planting of trees and shrubs

6.00 Perform basic care and maintenance for interior plants

6.01 Propagate living interior plants

6.02 Maintain composting and/or vermicomposting system

10.00 Other duties as required

**Qualifications**

* Current student of Fleming College
* Good verbal and written communication skills
* Good human relations and interpersonal skills
* Prior experience in a customer service environment
* Good proficiency with Microsoft Office Suite (Word, Excel, Visio, PowerPoint)
* Proficient knowledge and experience with a variety of social media platforms
* Good organizational skills, with the ability to multi-task
* Ability to follow verbal and written instructions, seeking advice from manager/leader as required
* Ability to communicate effectively and function as a team player
* Demonstrated attention to detail
* Willing to share Fleming experience with Fleming social communities
* Familiarity with video & photo equipment & technologies