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| **Title of Position** | Sustainable Campus Student – Students for Sustainability Leader |
| **Department** | School of Environmental and Natural Resource Sciences |

**Primary Job Duties**

**Inventory No. / Job Task Details**

2.07 Catalogue, categorize and/or assemble information, photos and other materials for college initiatives

2.10 Assist with the basic setup and teardown of college events/activities

4.04 Provide general guidance and training, acting as student lead/role model to peers and/or volunteers in the college community

4.05 Conduct basic research

**Qualifications**

• Current student of Fleming College

• Enrolled in a related program of study

• 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

• Ability to lift and move items that can weigh up to 30lbs

**Additional Information** *(ie. special equipment or travel)*

* Must provide own steel toed shoes/boots (eye and ear protection supplied)