

Feather River College

Student Employment

Job Title: Environmental Studies Student Worker

DESCRIPTION:

This position involves working closely with the Environmental Studies faculty to organize and manage equipment, instructional supplies, and books and resources. Duties also include managing Environmental Studies campus monitoring database, work in the greenhouse, make arrangements for fieldtrips and labs, and assist with outreach and community events (i.e. New Student Orientation, Science Night and Earth Week). Potential to develop Facebook page and other social media for Environmental Studies Department, depending on interests. Potential to serve as student representative on Sustainability Action Team and other campus organizations and committees.

ESSENTIAL DUTIES:

Work closely with Environmental Studies faculty to organize and manage equipment, instructional supplies, books and resources, manage campus monitoring database, assist with recruiting, outreach and community events, (e.g., New Student Orientation, Day in the Mountains, Science Night, Earth Week), make arrangements for fieldtrips and labs, assist with research projects and campus natural resource management, work in the greenhouse, hatchery, and complete other duties as assigned or as interest allows. Potential to serve as student representative on Sustainability Action Team and other campus organizations and committees.

MINIMUM QUALIFICATIONS:

Basic Knowledge of:

Microsoft Excel, Word, PowerPoint. Able to recognize tools and equipment owned by the Environmental Studies Department.

Skills in:

Time management, attention to detail, organized and follows through, friendly and outgoing personality.

DESIRABLE QUALIFICATIONS:

Knowledge of Microsoft Access, Publisher, Facebook and other social media, basic woodworking skills to improve tool cache. Identification of bird, mammal, amphibian, and reptile specimens, including skulls (using field guides).

PHYSICAL CHARACTERISTICS:

Able to care for and organize tool and equipment cache, computer skills (eyesight).

WORK SCHEDULE:

Flexible. Work with faculty to arrange.

TO APPLY:

Submit completed Application for Student Employment and Class Schedule to the Advising/Counseling Center.