



Environmental Resource Center
Office Assistant
SAN FRANCISCO STATE UNIVERSITY



The Environmental Resource Center (ERC) of the Cesar Chavez Student Center is a program of Associated Students. Our team focuses on increasing sustainability through projects, policies, and education/outreach. Our team works towards promoting zero waste, educating students on various social justice and environmental issues through environmental events/ workshops, providing sustainability resources for students on campus, and incorporating sustainable improvements into the operational functions of the university's many processes. The internship program plays an important component, critical to achieving sustainability within the student center and throughout campus.

INTERNSHIP

NUMBER OF OPENINGS:

1

TIME COMMITMENT:

40 Hours Minimum Per Semester

JOB DESCRIPTION:

This role is to support the ERC Director in common office tasks such as answering emails, and scheduling events. Additionally, the office assistant will help increase engagement for Associated Students activities and events and support Associated Students with minimizing purchases and creating an items library.

General Function:

1. Support the ERC Director and team with office tasks.
2. Improve educational signage in specific areas around campus that increases recycling accuracy.
3. Support ERC and Associated Students with sustainable measures.
4. Support ERC and Associated Students with outreach.

Learning Objectives:

1. Learn event planning.
2. Become fluent in Recology 3-bin waste systems and earn a Zero Waste Champion Certificate

QUALIFICATIONS AND REQUIREMENTS:

- Must be a student at San Francisco State University
- Must have passion for environmental sustainability, waste management advancements, and education/outreach.
- Must have an interest in gardening.
- Proficient with Google Applications and Microsoft Suite

TO APPLY:

Apply with your resume, (preferably) cover letter, and personal availability (Monday-Friday) and send to ercdirector@asi.sfsu.edu by

QUESTIONS?

Feel free to email [ERC Director](#) or DM us on Instagram, [@as_erc_sfsu](#)