



Cal Poly Pomona Foundation, Inc.
3400 Poly Vista, Building 30
Pomona, California 91768

909-869-4242 phone
909-869-4155 fax
village@csupomona.edu

April 5, 2010

Dear Sustainability Coordinator Candidate:

Thank you for your interest in applying for a Sustainability Coordinator position for the 2010-2011 academic year! Included in this application packet you will find the following:

- ◆ University Village Mission Statement
- ◆ Selection Process Timeline
- ◆ Sustainability Coordinator Job Description
- ◆ Sustainability Coordinator 2010-2011 Application

Applications will be accepted through Friday, April 30th, 2010. You will receive a confirmation e-mail once your completed application is turned into the Village Office as an assigned individual interview time. A completed application includes the following:

Check off items as you complete them:

- Sustainability Coordinator 2010-2011 Application
- Cover Letter and Resume
- Reference Letter

Please take the time to review the Job Description thoroughly so that you have an accurate understanding of what it means to be the Sustainability Coordinator.

The Sustainability Coordinator is a 10-15 hour a week job and will be compensated with an hourly wage at the Federal minimum wage rate.

If you have any questions about the application process or the Sustainability Coordinator position, please contact Kerrie L. Krol, Assistant Director of Residential Educational (909) 869-4159 or via email at kkrol@csupomona.edu or Kyle Sirowy, Complex Coordinator (909) 869-4481 or via email at kjsirowy@csupomona.edu. Good luck in the process!

Sincerely,

Kerrie L. Krol
Assistant Director of Residential Education

Kyle Sirowy
Complex Coordinator



University Village Mission Statement

The University Village is a residential community for Cal Poly Pomona students provided by Foundation Housing Service. The involvement of the whole person is supported through a variety of educational methods including role modeling, consistency in policy implementation, and positive student development practices. As a unit of the Cal Poly Pomona Foundation, Inc., Foundation Housing Service will assist in its overall mission of providing the highest level of service and financial support to the University in a businesslike, professional manner while maintaining corporate fiscal integrity. Foundation Housing Service will strive to create an environment where all residents feel physically and psychologically safe as they learn, work, and play; and will promote a community where each person's race, ethnic identity, age, marital status, religious affiliation, gender, physical disability, and sexual orientation is cause for appreciation and learning, and against whom will not be discriminated.

Foundation Housing Service strives to offer valuable, clean, well-maintained, and furnished accommodations to every resident. We will promote community involvement by encouraging students to have living units where governance, community standards, and creative problem solving are at their core. A skilled professional and para-professional staff will provide comprehensive residential and co-curricular educational programs. Through these methods, a multi-cultural residential community will be nurtured and maintained.

Foundation Housing Service will seek mutually beneficial relationships, both internal and external to the University Community. From these relationships, we will guide and promote to our residents the ideals of leadership, ethics, exploration of personal values, and appreciation of the richness and opportunities inherent in a multi-cultural world. Through these efforts, Foundation Housing Service will strive to distinguish itself as a student housing program with a unique capacity to adapt to changing times, while preserving a tradition of educational excellence.

SUSTAINABILITY COORDINATOR JOB DESCRIPTION 2010-2011

Under the general supervision of the Assistant Director of Residential Education (ADRE) and working closely with full time professional and graduate student staff, the Sustainability Coordinator (SC) is responsible for the overall implementation of sustainable programmatic efforts as well as education around sustainable issues that the Village Residents can implement and use. The SC must have an interest in "Green" causes as well as well-developed interpersonal skills, a genuine interest in working with a wide variety of people, and an ability to perform in an organized and responsible manner. The SC is classified as a Student Assistant position and plays a key role in the University Village Apartments community by serving various roles focusing on sustainability. The SC is an administrator, organizer, advisor, confronter, programmer, and community builder of the Village, while remaining successful as a student.

Qualifications

To qualify for the position, students should:

1. Have a genuine interest in sustainability and "Green" causes and issues.
2. Have a minimum of a 2.5 cumulative grade point average.
3. Have previous experience: (a) living in on-campus apartment housing and/or a residence hall and (b) as a student leader.

Conditions of Employment

To be appointed to the position, the student:

1. Must be enrolled full-time at the California State Polytechnic University, Pomona for the nine month academic year, and must maintain good academic standing during the period of appointment. Students who fall below full time status must have this approved by the ADRE.
2. Will carry no more than 16 units of undergraduate work, or 9 units of graduate work, per quarter.
3. Must participate in all training workshops, meetings, etc. before the beginning of the contract period and regularly throughout the period of appointment.
4. Must be willing to work late and odd hours as well as University vacation/holiday periods and weekends, as necessary.
5. Must attend a bi-weekly 2 hour staff meeting throughout the entire period of employment.
6. Must attend all retreats and conferences as requested.
7. This is a 10-15 hours/week position.

Because of time conflicts and the demanding nature of the position, **any other jobs or major activity positions held while working as a SC must be discussed with and approved by the Assistant Director of Residence Education at the time of appointment. The SC position is to be considered the principal out-of-class activity.** Failure to meet the job requirements once appointed will result in personnel action and could lead to termination. The SC must be willing to contract with the Cal Poly Pomona Foundation, Inc. for his/her responsibilities. All Cal Poly Pomona Foundation employees are employees at will.

Sustainability Coordinator Responsibilities

1. Be supportive of and work towards the goals and objectives of Foundation Housing Service and Cal Poly Pomona Foundation, Inc.
2. Serve as a role model for staff and students through high standards of personal and professional conduct. Maintain a positive attitude in all aspects of your role. Maintain and uphold standards of strict confidentiality.
3. Implement at least one (1) sustainability-themed passive program per month to be displayed in the Community Center or Recreation Center.
4. Develop a themed focus for each quarter on an area pertaining to sustainability (ie. recycling, power, etc.).
5. Create tangible outcomes within the quarterly theme.
6. Develop and implement one program a month within sustainability-themed focus.

7. Update and maintain the University Village Sustainability Facebook page.
8. Write weekly "Green Gossip" emails to be sent to Village residents with sustainability hints and tips.
9. Coordinate the Recreation Center Recycling Program
10. Work with residents on coming up with ways they can become more sustainable within their own apartment.
11. Present on sustainability initiatives and programming at the bi-weekly CA large staff meeting.
12. Seek out and involve residents in sustainability efforts (ie. resident surveys, volunteer signup sheets, etc.).
13. Meet with Graduate Program Coordinator for weekly one-on-one meetings.
14. Participate in clear communication to the Professional Staff team by promptly returning calls and messages, checking mailbox, reading and responding to email daily, and reading all posted correspondence.
15. Complete all required paperwork in a timely manner.
16. Attend the Community Advisor Fall Training retreat in September.
17. Promote, uphold, and enforce university policies as described in the Foundation Housing Service License Agreement and Village Handbook.
18. Develop and maintain professional working relationships with Residential Education, Maintenance and Operations staffs as well as other university departments (ie. Green Team, ASI, Green Campus, etc.).
19. Other duties as assigned.

Remuneration

The Sustainability Coordinator will receive an hourly wage at the Federal minimum wage rate.



Sustainability Coordinator Selection Process Timeline Spring 2010

Applications Available	Monday, April 5, 2010.....8:00 am.....	www.cppvillage.com
Applications due	Friday, April 30, 2010.....5:00 pm.....	Community Center Front Office, University Village
Individual Interview	Friday, May 14th, 2010.....9:00 – 5:00 pm... (You will be signed up for a half-hour interview)	Community Center, University Village
Notification letters available for pick up	Thursday, May 20, 20109am	Community Center, University Village (If you are not able to pick your letter up, it will be mailed to you on Monday, May 24, 2010)

Please highlight or mark the times that you ARE available to meet on Friday, May 14th for an individual interview. You will be contacted the first week of May with your official interview time.

Interview Times: Friday, May 14, 2010

- 9:00**
- 9:30**
- 10:00**
- 10:30**
- 11:00**
- 11:30**
- 1:00**
- 1:30**
- 2:00**
- 2:30**
- 3:00**
- 3:30**
- 4:00**
- 4:30**



2010-2011 Sustainability Coordinator Application

Please complete this application in its entirety. **Please attach your cover letter and resume with this application.** For assistance with your resume, please contact the Career Center at 909-869-2344 or check out their website at <http://www.csupomona.edu/~career/>. Completed application **with attached cover letter and resume** must be returned to the Community Center in the Village. References are also due at this time. Incomplete applications will not be considered. If you have questions regarding this application, please contact Kyle Sirowy, Complex Coordinator (909) 869-4481 or email at kjsirowy@csupomona.edu.

Personal Information

Name: _____
Last First Middle

Cal Poly Pomona ID # (Bronco ID #): _____

Current Address: _____ Phone: _____

Permanent Address: _____ Cell phone: _____

Summer Address: _____ Phone: _____

Cal Poly Pomona E-mail Address: _____

Alternate Email Address: _____

Birth date: _____ Year in School: _____ Major: _____

Cumulative GPA: _____ Credit Hours Completed by Fall 2010: _____

When do you anticipate leaving/graduating from Cal Poly Pomona? (mo/yr) _____

Please list all colleges attended:

<u>Institution</u>	<u>From/To</u>	<u>Major</u>	<u>Degree/Class</u>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Community Living Experience

of quarters attended Cal Poly Pomona: _____ # of quarters lived in Village: _____

of quarters lived in residence halls/suites/Regenerative Studies: _____

Additional Time Commitments

The Sustainability Coordinator position is considered on average to be a 10 hour per week employment opportunity. Please list any other time commitments you would like to have, other than the Sustainability Coordinator position, for the 2010-2011 academic year.

Activity

Time Commitment (hours per week)

_____	_____
_____	_____

Short Answer Section - All Applicants

Please type your answers separately and attach to your application

**** Please make sure to answer each question and try to keep each response to half a page****

1. Tell us about yourself and why you are interested in the Sustainability Coordinator position.
2. What "green" areas would you like to focus on educating our residents about?
3. How has sustainability played a role in the way you live? How has it played a part in your role as a student?
4. Why should colleges focus on educating their students on issues of sustainability?

Professional or Peer Reference

Along with your completed application packet, each candidate is responsible for securing at least one reference. Please ask the individual serving as your reference to write a reference letter speaking to your passion for sustainability and as to why you would be a good fit for the Sustainability Coordinator position. The reference may be a peer or professional, but it is important they speak to your knowledge and passion for sustainability. Please list the person(s) you have asked to complete a reference in the space below. **References MUST be turned in via fax at (909) 869-4155 or in a sealed envelope with signature on the back of the envelope over the flap.** References must be completed and received at the Village Office no later than **Friday, April 30th, 2010 at 5:00pm.**

Name

Title

Phone

Signature

I certify that the information given on this application is complete and correct to the best of my knowledge and if the information found herein is found to be incorrect, my status as an employee may be terminated. Additionally, I authorize Foundation Housing Service to check my grade point average to determine my eligibility for this position.

Signature

Printed Name

Date

**The Cal Poly Pomona Foundation, Inc. is committed to a diverse workforce.
It is an Affirmative Action Employer and it is an Equal Opportunity Employer.**