



Work Study Job Description Environmental Institute

2101 14th St., Cloquet, MN 55720

Location: Environmental Institute

Name and Classification of Position: Environmental Institute Sustainability & Research Initiative Assistant I

Supervisor: Courtney Kowalczak

Rate of Pay and Expected Hours of Work: \$11/hour, 10-29 hours per week*

Eligibility: Student at FDLTCC

Purpose and Role of Job within the College: Help the Environmental Institute create and maintain a holistic campus plan that creates sustainability and encourages behaviors that support best use of resources.

Duties and Responsibilities:

- Maintain recycling and compost program
- Maintain and expand sustainability initiatives such as:
 - Gardens
 - Bee Yard
 - Trails
 - Forest Management
- Coordinate and facilitate outreach events such as:
 - Sustainability Week
 - Bee Symposium
 - Earth Week
 - Open House presentations

Qualifications and Required Skills:

- Good communication
- Organization and work planning
- Reliability

Specific Qualifications for Higher Job Classification:

All Students wishing to be considered for a job with the Environmental Institute need to arrange an interview with Courtney Kowalczak and fill out an Environmental Institute goal planning packet.

Learning Objectives:

- Work planning
- Sustainability issues, especially in our region
- Team Work

After checking with the financial aid office for eligibility, interested students should email Courtney Kowalczak (courtneyk@fdltcc.edu) with:

- Availability for interview
- Your contact information
- Previous work experience

* Schedules and evaluations will be discussed with your supervisor. See the financial aid office and [Work Study Handbook](#) for more information.

**Federal and State Work Study positions run from the first day of school to the last day of the semester of which you are attending. You may also work during the summer if you take 6 credits during the summer and/or sign an agreement that you plan to attend the next fall.