Work Study Job Description

Environmental Institute
Sustainability & Campus Garden Initiative Assistant I

Location: Environmental Institute

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

Supervisor: Courtney Kowalczak

Rate of Pay and Expected Hours of Work: $15/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 encourages sustainability and behaviors that support best use of resources, with a specific focus on developing and maintaining our campus demonstration gardens and food system.

Duties and Responsibilities:

- Assist Sustainability Coordinator in developing and maintaining a FDLTCC Campus Demonstration Gardens:
  - Weeding and maintenance of garden beds
  - Watering
  - Seed starting, transplanting
  - Construction and maintenance of raised beds
  - Irrigation system design, installation, monitoring, and trouble shooting
  - Water catchment system design, construction, monitoring, and trouble shooting
  - Harvest, washing, and packing of campus-grown produce for distribution to a variety of end markets
  - 14th/Stephen Lot Development Projects (installing high tunnel plastic, water catchment, raised beds, tilled growing space, etc.)
  - Application of organic and sustainable soil amendments
  - Soil quality testing and monitoring
  - Seed harvesting and seed saving
  - Pollinator habitat restoration
  - Tend to medicine and wild food garden spaces

- Assist in implementation of Manoomin (Wild Rice) Hull Mulch research project

- Assist in projects related to the Gidaa STEAM Camp Garden Plot, Bimaaji’idiwin Producer Training Program, and Ojibwe School Garden

- Coordination of student-led campus “Farmer’s Market” Event this summer season

- Assist in launching and implementation of community Veggie Rx program

- Facilitate interdepartmental collaboration within FDLTCC Campus community to promote Sustainability and Food System Initiatives

- Join all other EI Team Members to assist in all necessary upkeep activities to keep the Environmental Institute running smoothly.
Qualifications and Required Skills:

- Willingness to learn
- Self-motivated, attention to detail
- Critical thinking and problem-solving
- Honest and effective communication
- Organization and work planning
- Reliability
- Interest in working outside in most weather conditions
- Ability to regularly lift ~35 pounds

**NOTE:** This position will require performing physical tasks outside in most weather conditions over the growing season. Growing food and restoring pollinator habitat is physically demanding work, but can be enormously rewarding to the mind, body, and spirit. The Environmental Institute will be able to provide for most equipment needs, such as work gloves, rain boots, warm layers, water resistant layers, sunscreen, bug spray, and any necessary personal protective equipment such as ear plugs/safety glasses/nitrile gloves/masks, etc.

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 Kelsey Myhre and fill out an Environmental Institute goal planning packet.

Learning Objectives:

- Work planning
- Sustainability issues, especially in our region
- Importance and benefits of compost as a sustainable resource
- Teamwork
- Event coordination

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 (https://fdltcc.edu/PDF/WorkStudyHandbook.pdf) 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.

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Work Study Job Description
Environmental Institute
Sustainability & Research Initiative Assistant I

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: $13/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
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- Previous work experience
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Work Study Job Description
Environmental Institute
Research Assistant

Location: Environmental Institute

Name and Classification of Position: Environmental Institute Research Assistant

Supervisor: Courtney Kowalczak

Rate of Pay and Expected Hours of Work: $13/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:

- Attend weekly Research Team meetings
- Participate in research field work for:
  - eDNA Invasive Species monitoring
  - St. Louis River mercury research
  - Rare Owl survey
  - Oak Blueberry plot analysis
  - SnowEx project
- Learn skills and perform research data analysis
- Produce research posters and presentations
- Maintain field equipment and lab space
- Coordinate and participate outreach events such as:
  - Sustainability Week
  - FDL Taking Care of Things
  - Earth Week
  - Open House presentations
  - Research Conferences

Qualifications and Required Skills:

- Good communication
- Organization and work planning
- Self-motivated
- Team player
- 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:

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Work Study Job Description
Environmental Institute
Sustainability & Compost Initiative Assistant I

Location: Environmental Institute

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

Supervisor: Courtney Kowalczak

Rate of Pay and Expected Hours of Work: $15/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 encourages sustainability and behaviors that support best use of resources, with a specific focus on compost and campus waste streams.

Duties and Responsibilities:

- Assist in developing and maintaining a FDLTCC Campus Composting System:
  - Construction and expansion of static composting bin systems on campus grounds.
  - Networking, outreach, and collaboration with faculty/staff/students/student organizations to encourage buy-in and participation in campus composting initiatives.
  - Collaborating with Environmental Institute Sustainability Coordinator and Campus IT Department to develop a computer program to organize and communicate compost coordination and collection.
  - Assisting in the coordination and implementation of a campus waste audit.
  - Assisting in research of commercial composting systems and future planning.
  - Physically maintaining current campus static compost pile(s):
    - Turning and transferring compost materials for aeration and temperature regulation
    - Watering compost materials to ensure proper soil temperature
    - Monitoring compost conditions (temperature, moisture, color, composition, etc.)
- Participate in biweekly Compost Committee meetings, in which FDLTCC Environmental Institute collaborates with the FDL Band of Lake Superior Chippewa and other stakeholders to plan, promote, and progress regional tribal composting initiatives.
- Join all other EI Team Members to assist in all necessary upkeep activities to keep the Environmental Institute running smoothly.

Qualifications and Required Skills:

- Willingness to learn
- Self-motivated, attention to detail
- Critical thinking and problem-solving
- Honest and effective communication
- Organization and work planning
- Reliability
- Interest in working outside in most weather conditions
- Ability to regularly lift ~35 pounds
Specific Qualifications for Higher Job Classification:

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Learning Objectives:

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