We Need You!

Listed below are the community service positions available with the Office of Environmental Sustainability:

1. **Office assistant.** This position will assist the office in managing the current initiatives and communicating events. This person will table at fall events as well as hand out fliers in dormitories and high traffic areas on campus. He/she will be responsible for data collection and recording the use of social networking outlets of the office including our website, facebook page, twitter account and blog. This position requires the ability to work independently and familiarity with excel.

2. **Energy management assistant.** This person assists in managing the University’s energy campaign and monitoring energy use. This includes distributing compact florescent light bulbs, assisting in weekly meter reads and conducting late night energy checks.

3. **Recycling assistant.** This person will assist in the recycling activities of the office. This will include managing the ink jet and toner collection sites, distributing recycling bins and signs to offices and labeling current recycling bins. In addition, the student will assist in the returnable bottle and can drives at the home football games and at Empire Commons and Freedom Apartments.

4. **Communications/Public Relations assistant.** This position organizes the communication of office events to the campus community. This includes attending events and composing articles for the bulletin, getting coverage on events from the ASP, campus radio and TV station. Previous experience or knowledge in journalism or communications is desired.

A student can complete 60 hours of service for 2 credits (RSW291) or 100 hours of service for 3 credits (RSW290). Positions will be filled based on qualifications, availability and experience of the applicants.

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