ECOllective Student Project Committee Chairperson

Position Description

Overview
The primary duties as the Chairperson of the ECOllective Student Project Committee (ESPC) at the Office of Sustainability (OoS) at the College of Charleston include recruiting/training student Committee Members, presiding over Committee meetings, reviewing grant requests, assigning Case Managers from within the Committee, and working with other OoS Interns to promote sustainability and the Office at the College of Charleston and across the Charleston community.

Duties
The duties outlined below may be amended as needed. The ESPC Chair will:

- Recruit ESPC Committee Members (≈ 5/year)
  - Host developmental workshops for Committee Members
  - Maintain communication with Members via regular updates
- Preside over the Committee
  - Host and preside over a minimum of 1 full committee meeting per month where proposals are presented and voted upon
  - Assign and coordinate with Case Managers as needed to facilitate proposals
- Serve as a Case Manager for one or more ESPC applicants from project conception to completion
- Coordinate with the OoS Media Team, Staff Advisor, and other CofC Staff/Faculty to promote ESPC outreach and encourage student proposals

The ESPC Chair is expected to become familiar with the associated ESPC bylaws, College systems/organizations, how they operate, and where points of possible change lie. Knowledge of Campus infrastructure, processes, stakeholders, and ongoing projects will be essential for success in this position. Due to the nature of this position, the job incumbent may process proprietary or confidential information. At no time will they release or alter this information without prior written approval, per College Policy 9.1.2.

In addition to the specific duties mentioned above, the ESPC Chairperson will be required to complete the following* as part of the core Office of Sustainability Internship Program:

- Attend weekly meetings and mandatory Office events and trainings, including Orientation
- Maintain a project journal
- Set Internship goals, produce a project timeline, and complete an Internship Checklist to monitor progress
- Meet with Staff Advisor on a semimonthly basis (2x/month)
- Submit weekly updates to Staff Advisor
- Complete one self-assessment
- Respond to the Internship Program Exit Survey

*Note: The time spent completing the above counts toward the Program’s hour requirements.

This position requires a minimum commitment of 1 semester and 10 hours per week during the academic year. Contract extensions are contingent upon performance evaluations and student interest. They will report to their assigned OoS Staff Advisor and the Intern & Student Coordinator.