



CUCCR - Reuse Depot Assistant WORK-STUDY Winter Semester 2022

Date Posted: December 1st, 2021

Application Deadline: December 12th, 2021

Start date: January 10th, 2022

Required Hours: 15 hrs per week

Salary Level: \$ 15.50/hr

Send your applications to Anna Timm-Bottos at reuse@concordia.ca

Are you passionate about sustainability? Like to organize and display items in a beautiful way? Enjoy working as a team and coordinating volunteers? Curious to learn about creative reuse and get involved with our team? We want to meet you!

Concordia University's Centre for Creative Reuse or CUCCR, is a Concordia wide initiative that collects and diverts usable materials from the university waste-stream, making them available to the Concordia Community in one central location. By carefully sorting and displaying these previously unwanted materials we open up creative possibilities, intersections of imagination and innovation for all.

Position Description:

We are looking for a work-study student to help us in-person in our used material depot located in the Grey Nuns building. As part of the position, you will be onsite during open hours (12 hours per week), greeting members, helping them find the materials they are looking for, collecting metrics during check in and check out, and building relationships with our community. This position will also include some light lifting (50 lb max), weighing, sorting and displaying incoming materials in the depot space and maintaining a clean and safe environment.

COVID-19 Considerations:

All health and safety requirements for Concordia University will be followed as directed.

Primary Responsibilities:

- Help students and community members access the used materials available in the depot.

- Work with CUCCR team to develop programming, workshops and events on sustainability and DIY culture that are current, relevant and engaging for students
- Encourage peers to participate in campus-wide discussions around sustainability and zero waste
- Offer feedback and maintain metrics reporting for Zero Waste Concordia
- Perform administrative tasks as needed
- Perform other duties as required in support of CUCCR
- Work directly with Sustainability Ambassadors Program

Required Skills:

- Must be eligible for the Work Study Program and maintain eligibility while employed, in the same status under which they are hired
- Good organization skills and an eye for visual display
- Have strong oral and written English communication skills and outstanding interpersonal skills
- Aptitude to work in a service-oriented environment as both a member of a team and independently.
- Strong planning, organizing, decision-making and problem-solving skills.
- Ability to multi-task and work under pressure in a team environment.
- Ability to work independently.
- Bilingualism-Basic and functional ability to speak in French

Other Skills:

- Have attended Concordia for at least two terms (preferred)
- Have a basic knowledge of sustainability or zero waste lifestyle
- Basic and functional ability to speak, read, and write in French
- Create content for, schedule posts for, and post on social media platforms
- Comfortable taking initiative and knowing when to delegate responsibilities
- Experience creating and executing work plans autonomously and/or with others
- Good knowledge of Microsoft Office Suite, Internet and social media platforms

Duties: The Material Depot Assistant will provide reuse material support to the Concordia community during the Centre for Creative Reuse (CUCCR) Depot open hours. They will help maintain the reuse depot and work together with a team of interns and volunteers.

Time Commitment:

Proposed schedule: Tuesday, Wednesday, Thursday; 1-5pm.

Some flexibility available. Weekly schedule must fall within traditional business hours (M-F 9-6).

Student Gains: This position will provide students with unique experiential learning opportunities and foster experiences beyond the classroom, in the field of sustainability.

Start Date: January 10th, 2022

End Date: April 30th, 2022

Duration: 1 Semester(s) with possibility to extend

Hiring Department: Facilities Management

Address: GM 1100, SGW 1455 De Maisonneuve