

Parking and Transportation Services is looking for an enthusiastic student eager to help promote sustainable transportation on the CSULB campus.

Working under the supervision of the Senior Operations Manager of Parking and Transportation and the Sustainable Transportation Coordinator, this student assistant will provide support to existing programs and help identify new sustainable initiatives.

Dates and Hours:

This position will be expected to work **between 15 and 20 hours per week** during the semester. Scheduling outside of the semester and during breaks will be negotiated on an individual basis.

Compensation:

Pay for this position starts at **\$15.00/hour**.

Eligibility:

- Must be a current California State University, Long Beach student
- Must be enrolled in at least 6 units or more during Fall & Spring semesters
- Must be available to work within regular Monday – Friday, 8am - 5pm schedule

Responsibilities:

- Research strategies to increase campus sustainability
- Work with staff to establish goals and methods for monitoring sustainability performance
- Assist in the coordination of campus sustainability events and activities
- Attend professional meetings as appropriate
- Assist with telephone calls, emails, and in-person inquiries
- Other duties as assigned

Desired Skills and Experience:

- Computer literacy skills (Microsoft Excel, Word, Outlook)
- Strong written and verbal communication skills, including the ability to correspond respectfully with campus partners, write succinct proposals, and share project outcomes
- Proven ability to work independently
- Professional demeanor and positive attitude
- Experience with and/or knowledge of sustainability preferred

Application Instructions:

Applications should include:

- **Resume:** Include your name, campus ID number, email address, major, expected graduation date, phone number, work experience, extracurricular activities and any relevant research
- **Cover Letter:** One page (single-spaced) addressing the following items:
 - Why you are interested in the field of sustainable transportation
 - Any experiences or qualifications relevant to the responsibilities listed above
 - How this position might contribute to your academic and professional development

Submit application materials to ride@csulb.edu