

Colorado Mountain College

Position Description

Title: Student STARS Researcher, Part-time
FLSA Classification: Non-Exempt (Hourly)
Hiring Rate: \$19.13 per hour

Primary Responsibility

The Student Sustainability Tracking Assessment and Rating System (STARS) Researcher is responsible for facilitating data gathering and entry for CMC's participation in AASHE (Association for the Advancement of Sustainability in Higher Education) STARS (Sustainability Tracking, Assessment, and Ratings System).

Data may be sensitive and will require strict adherence to confidentiality procedures, policies and legal guidelines.

The position is expected to work 5-10 hours per week for each of the 15 weeks in the semester. Work Sites will include three CMC campuses (Spring Valley, Edwards, and Steamboat Springs).

Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the rigors of the position: incumbent must be full-time CMC student pursuing a BA in Sustainability Studies degree or a BS in Business with a Sustainability emphasis/minor. Current enrollment in any 300 level SUS course or higher is required.

Applicant must demonstrate knowledge of core foundations of sustainability (as evidenced through coursework taken or in progress or through work or volunteer experience). Proficiency with Microsoft Excel, Word, and PowerPoint; with e-mail and library/internet research; and with Google-based equivalents to Microsoft Office suite. If further training is required to meet this qualification, some moderate training may be undertaken on the job. Reliability and follow through regarding work assigned. Willingness to serve as one face of the STARS project team at internal and public events. Excellent oral and written communications skills. Attention to detail. Ability to assume a high level of responsibility for managing one's own work and coordinating that work with STARS project team leadership and STARS program goals.

Welcoming. Innovative. Focused on Student Success. These principles reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, and community member in its trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

Essential Duties

1. Facilitate data gathering and entry for CMC's participation in AASHE (Association for the Advancement of Sustainability in Higher Education) STARS (Sustainability Tracking, Assessment, and Ratings System). These are complex activities that include the following to be supervised by Sustainability Studies faculty:
 - a. Undertake extensive STARS training assigned/provided by supervisor, to include:
 - Learning from the STARS Technical Manual,
 - Watching STARS training videos,
 - Reading additional STARS training material, and
 - Working closely with supervisor to learn the processes for data gathering and analysis using secondary data gathering tools (mostly spreadsheets) and the STARS online system itself.
 - Analyze data needs, and suggest, in partnership with supervisor, best practices for gathering data.
 - Design and carry out successful stakeholder communications with areas of operation across all CMC sites and operational areas (academics, facilities, operations, and planning) to facilitate data gathering and analysis.
 - Enter data into secondary data gathering instruments (mostly spreadsheets) and into the STARS system itself.
2. Analyze data gathered for submission to the STARS online tool.
3. Assist with drafting narrative STARS report content.
4. Assist with drafting the public version of the final STARS report and associated recommendations to be shared internally and, potentially, externally once each full STARS online report is complete.
5. Assist with organizing, promoting, and implementing STARS-related live events such as the sharing of the final STARS report, panel sessions at the CMC Sustainability Conference, and/or other similar events.
6. Assist student groups from the SUS 450 (Sustainability Assessment and Reporting) course with data gathering and analysis work for STARS.
7. Participate in meetings of the STARS project leadership team.
8. Conduct and convey research on avenues for CMC to address sustainability challenges.
9. Assist with other STARS program development and management duties as assigned.
10. Other duties as assigned.

Supervision Received

Position reports to Director of Facilities and three full time faculty in Sustainable Studies from Spring Valley, Steamboat and Edwards.

Supervisory Responsibility

Position has no supervisory responsibility.

Special Conditions of Employment

Successful completion of a background check including motor vehicles records report will be required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

Working Conditions

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 25 lbs; ordinary talking, hearing and full vision capabilities; and the ability to read/comprehend. Write, communicate orally, and reason and analyze constantly; and perform calculations occasionally. Work is performed using a computer and standard office equipment daily, and driving a vehicle occasionally.

HR Reference Information:	
Position group and code:	530000
Date of review:	07.01.23

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.