Position Description for Thomas Ferrarell – Student Coordinator Intern

Mr. Ferrarell’s position with Facilities and Services Building Maintenance Department as a Student Coordinator Intern for the Campus Building Weatherization Program will entail engaging in the following work related activities:

* Mr. Ferrarell will report to the Superintendent of Building Maintenance or his designee.
* The rate of pay for the position will be $13.00 per hour. Mr. Ferrarell will be restricted to 20 hours per week during the school term and 40 hours per week during break periods.
* The assignment for Mr. Ferrarell will be work associated with the development and coordination of the Campus Building Weatherization Program.

Duties associated with this program will include, but not be limited to:

* Documentation of the project timeline
* Identification of milestones in the timeline
* Establishment of checkpoints with tangible deliverables for accountability
* Recruiting student organization members to participate in and/or lead assessment teams.
* Arrange training for assessment teams.
* Meet team leaders to explain program.
* Coordinate team member training.
* Assist the teams as they gather and evaluate relevant assessment information through field activities and research.
* Oversee compilation of a thorough report for F&S to evaluate and use as a basis for investment of funding and labor to accomplish reasonable projects identified and recommended by each assessment team.

Mr. Ferrarell will interact with other F&S Student Employees, F&S Professional Staff such as Architects and Engineers, F&S Management, the Sustainability Coordinator, and will be able to utilize the Building Maintenance Support Staff for clerical assistance when necessary.

Mr. Ferrarell’s duties will be limited to those associated with the Campus Building Weatherization Program.

Mr. Ferrarell will meet bi-weekly with the Student Sustainability Project Sponsor, the F&S Sustainability Coordinator, and the Superintendant of Building Maintenance or his designee.

Start Date: August 31, 2011

Reviewed by:

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Employee Date Supervisor Date