

Operations

The operation portfolio comprises of two major parts: social media and logistics.

As the new Operations coordinator you would be in charge of maintaining the Green Office's social presence, as well as the website. This includes spreading awareness about the Green Office, as well as environmentally conscious behaviour. Another one of your responsibilities would be to conduct surveys among students on sustainability related matters, and adjusting the Green Office's actions based on the responses. Lastly, as the Operations Coordinator you would communicate with Facility Services and the UM Sustainability Task Force about topics such as catering and e-waste.

- Co-organize Warm Sweater Day with Facility Services to raise awareness about the environmental footprint of the university, especially from heating
- Work together with Facility Services and the Operation Portfolio of the UM Sustainability Task Force (on projects such as e-waste or catering)
- Facilitate awareness for sustainability on campus among students and staff
- Maintain the Green Office website
- Seek out and investigating innovative means to make the operations of the university more sustainable
- Stay informed about sustainability initiatives at the university, but also amongst the student body and wider community
- Maintain a critical stance towards the university's sustainability efforts and be an aid

Requirements Specific to this Position

Required

- Available to already take over the position as Operations Coordinator from **June 2018** onwards

Preferred

- Analytical thinking, basic knowledge of statistics
- Marketing and social media skills
- Knowledge about maintaining a website

Please also read through the requirements mentioned on the general information sheet 'Vacancies September 2018'. If you have any questions about the vacancy please contact our current Operations Coordinator Ella Rauth: ella.rauth@maastrichtuniversity.nl

Visiting address:
St. Hubertuslaan 12, Room 0.009
6211 KD Maastricht

Postal address:
Postbus 616
6200 MD Maastricht
The Netherlands

Telephone:
+31 (0) 43 388 51 82

E-Mail:
green-office@maastrichtuniversity.nl

Website:
www.greenofficemaastricht.nl