

## COVER PAGE

### PROJECT INFORMATION

Please complete the fields below with information regarding your project.

**Project Title** Discover "Sustainable McGill"

**Brief Description** To improve the sustainability of Campus Life & Engagement (CL&E) operations including orientation events (>7000 attendees), commuter student programming, and other campus engagement programs.

**Total Estimated Project Budget** \$26,783.20      **Amount Requested from SPF** \$26,483.20

**Campus(es) Impacted**  Downtown  Macdonald  Gault Nature Reserve  Other \_\_\_\_\_

### CONTACT INFORMATION

#### Project Leader

*This person must be a current McGill University student, administrative staff, or academic staff.*

Name	<u>Gilbert Lin</u>	Affiliation	<u>Administrative Staff</u>
Phone	<u>514-398-8593</u>	Faculty/Unit/Organization	<u>CL&amp;E</u>
Email	<u>gilbert.lin@mcgill.ca</u>	Campus	<u>Downtown</u>

#### Project Team Members

*The SPF encourages you to be inclusive, collaborative (especially between staff and students), diverse, and interdisciplinary when possible. To list more members, please complete a second cover page. You may e-mail it to [SPF Staff](#) to include with your application.*

Name	<u>Leslie Copeland</u>	Affiliation	<u>Administrative Staff</u>
Email	<u>leslie.copeland@mcgill.ca</u>	Faculty/Unit/Organization	<u>CL&amp;E</u>
Name	<u>Manon Lemelin</u>	Affiliation	<u>Administrative Staff</u>
Email	<u>manon.lemelin@mcgill.ca</u>	Faculty/Unit/Organization	<u>CL&amp;E</u>
Name	<u>Amelia Peres</u>	Affiliation	<u>Administrative Staff</u>
Email	<u>amelia.peres@mcgill.ca</u>	Faculty/Unit/Organization	<u>Sustainability</u>
Name	<u>Claudia Belliveau</u>	Affiliation	<u>Postgraduate</u>
Email	<u>claudia.belliveau@mail.mcgill.ca</u>	Faculty/Unit/Organization	<u>Faculty of Science</u>
Name	_____	Affiliation	<u>Choose one.</u>
Email	_____	Faculty/Unit/Organization	_____

### SUBMISSION INFORMATION

In line with the [SPF Eligibility Criteria](#), our team certifies that this project takes place at [McGill University](#), is sustainability focused, is requesting seed funding, and is action oriented.  Yes  No

Our team has read the [SPF Terms & Conditions](#) and agrees to respect them.  Yes  No

Our team understands that this application is not confidential and consents to have its contents shared with relevant stakeholders during the review process and, if approved, on the SPF website.  Yes  No

Our team agrees to have [their contact information](#) included in the complete and shared application.  Yes  No

## PROJECT OVERVIEW

**Instructions:** Please answer the questions below as clearly and concisely as possible. You will be able to detail your project further in Part 2 of the Over \$5,000 application process, the Project Plan, as well as submit relevant appendices. Once you have completed this Project Overview, save it and submit it online. SPF Staff will respond with feedback on your application within 2 weeks and send you Part 2. Once all sections are complete, the combined application will be provided to the SPF Governance Council for their review and decision. As a reminder, all SPF applications are assessed using the [SPF Eligibility & Evaluation Criteria](#):

ELIGIBILITY CRITERIA		EVALUATION CRITERIA		
AT MCGILL	SUSTAINABILITY FOCUSED	ANALYSIS	IMPACT	FEASIBILITY
SEED FUNDING	ACTION ORIENTED	COLLABORATION	SUPPORT	CAPACITY BUILDING

Before starting, you may find it helpful to consult the [SPF Sustainability Brief](#) and [Vision 2020 Climate & Sustainability Action Plan](#).

## CONTEXT

Criteria assessed in this section: **SUSTAINABILITY FOCUSED, ANALYSIS**

- 1. What specific sustainability-related need/issue have you identified at McGill and aim to address through your project? In your response, please describe clearly how the need/issue is related to sustainability.**

*Note: Please wait to detail your project idea in response to Question 5. Limit ~100 Words*

Campus Life & Engagement hosts some of the largest events on campus, which are often the first contact students have with McGill. Given the size and complexity of these events, it can be difficult to integrate environmental sustainability into the way they are run. Practices such as distributing single-use plastics, lack of waste sorting support, and insufficient water refilling infrastructure are issues that require time and dedicated attention. At the moment, our team is unable to address these issues as we do not have the capacity nor resources to do so. We would like incoming students to arrive at McGill and be able to clearly see our sustainability priorities reflected in our actions.

- 2. How do you know this is a need/issue? What research have you done (e.g. consultation, observation, survey)?**

*Limit ~100 Words*

As the coordinators of these events, we are very aware of the logistical limitations we currently face. This past year for example, we collaborated with the Office of Sustainability to try to reduce our plastic water bottle consumption. We were met with a host of logistical issues, namely how to purchase, fill, and distribute reusable bottles. We also know other large events face similar sustainability issues, through discussions with other event planners.

- 3. What relevant information and/or best practices have you found that relate to this need/issue? In addition to information from external sources, detail any relevant related initiatives (past or current) that you are aware of at McGill. Limit ~100 Words**

Other best practices on campuses either have seemingly larger budgets, or more municipal support (i.e. free compost pickup, more public water fountains, etc.). As such, it appears that we will need solutions that are specific to our context at McGill and in Montreal.

We have worked closely with the Office of Sustainability to write a Unit-Level Action Plan, detailing our sustainability goals over the next 2 years. As such, this project is directly related to Vision 2020, the Refill McGill campaign, and the Waste Diversion and Reduction strategy.

- 4. What expertise or qualifications does your team have regarding this need/issue, if any? Limit ~100 Words**

Many people on our team have personal interests in sustainability, and we have been working closely with the Office of Sustainability over the past year, learning about sustainable event hosting, waste management, and responsible sourcing. However, we are all expert event planners and logisticians, and are no strangers to solving complex problems.

## PROJECT IDEA

Criteria assessed in this section: [ALL ELIGIBILITY & EVALUATION CRITERIA](#)

5. In context of the sustainability-related need/issue that you previously identified, what is your project idea? Please describe the idea thoroughly and concisely. In your response, share how your project is new or how it is complementary to existing initiatives. *Limit ~400 Words*

Given our Unit-Level Action Plan, and the complexity of logistical issues we face, we want to hire a student intern to find lasting solutions to these problems. We feel that if viable solutions are found, they will be simple to integrate into our annual event planning in the future. The intern's portfolio would include the following: (1) significantly reducing the number of plastic water bottles distributed at orientation events, (2) coordinating waste diversion at orientation, including packaging, compost, etc., (3) compiling educational material to be integrated into leader training for events, (4) recruiting event volunteers passionate about sustainability to help with waste sorting and logistics at events, (5) working with the Off-Campus & Commuter Student Support program to ensure sustainability and accessibility of programming (6) otherwise implementing the Unit Level Action Plan (appendix). We have a student in mind for the position and are confident that she would be able to oversee this complex portfolio, as she has already proven herself to be capable of overseeing large events, including logistics, partnerships, sponsorships, managing a volunteer team, and engagement.

In addition to the funding needed to pay for the new position, we've requested an additional \$16,000 to pay for refillable bottles and refilling infrastructure. While we collaborated with the Office of Sustainability to reduce our bottled water consumption (5000 fewer bottles than previous years!), we still purchased over 10,000 bottles over the course of orientation week. Last year we ran into numerous logistical issues, such as the large number of event attendees, the time and manpower needed to fill 700 refillable bottles in one morning, lack of infrastructure to refill bottles at lunch time, and more. We have determined that we need to dedicate one year to tackling these concerns internally. As such, we are requesting money for refillable bottles so that we can resolve all logistics by the events this Fall, and then secure a sustained source of funding for bottles by late Fall 2019. The additional money will be used to invest in the necessary portable water refilling infrastructure (including coolers, jugs, and pumps) which have been identified as necessary to provide water at our large, outdoor events.

A Sustainable Orientation project in 2017 made strides in apparel, training, and food within the student-run froshes. We hope to build upon the work done by that project team, and help institutionalize their work within the admin. This project is also distinct from "Ban the Bottle", as we are proposing a large number of sustainability projects - one of which is to comply with McGill's new water bottle policy.

6. Is your project related to the University's [Vision 2020 Sustainability Strategy](#)?  Yes  No  Not sure
7. If you answered yes to Question 6, how does it relate? Please refer to the strategy category (e.g. Research, Education, Connectivity, Operations, and Governance & Administration) or related action from the [2017-2020 Climate & Sustainability Action Plan](#) in your response. *Limit ~100 Words*

This project is tied to our Unit Level Action Plan, which is complementary to the 2017-2020 Climate & Sustainability Action Plan. Our Action Plan is categorized into the 5 Vision 2020 categories, however, the majority of this project will fall under operations and education.

## TRANSFORMING CAMPUS

Criteria assessed in this section: **AT MCGILL, IMPACT**

8. In the table below, describe your proposed project's 2-5 main impacts on the McGill campus community or goals to accomplish. Please check the stakeholders that will be impacted. Finally, please list at least one key **success indicator** for each impact (e.g. # people will be engaged in the project, % waste will be diverted from the landfill, # buildings will be LEED certified, etc.)

Main Impacts/Goals		McGill Stakeholders Impacted (check all that apply)	Key Success Indicator(s)
REQUIRED	1 Reduce the number of plastic water bottles distributed at orientation events	<input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Academic Staff <input checked="" type="checkbox"/> Postgraduate <input checked="" type="checkbox"/> Admin. Staff <input type="checkbox"/> Alumni	Purchase 3000 fewer bottles than in Fall 2018
	2 Educate incoming students on sustainability practices during their first days at McGill	<input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Academic Staff <input checked="" type="checkbox"/> Postgraduate <input checked="" type="checkbox"/> Admin. Staff <input type="checkbox"/> Alumni	Post O-Week, CSI, Grads Connect, Off-Campus Connects Feedback Survey
OPTIONAL	3 Recruit 20 "Sustainability Superstar" volunteers for orientation events	<input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Academic Staff <input checked="" type="checkbox"/> Postgraduate <input checked="" type="checkbox"/> Admin. Staff <input type="checkbox"/> Alumni	20 volunteers recruited include grads and undergrad; volunteer feedback survey
	4 Secure funding for annual purchasing of refillable bottles	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Academic Staff <input type="checkbox"/> Postgraduate <input checked="" type="checkbox"/> Admin. Staff <input checked="" type="checkbox"/> Alumni	Funding source secured
	5 Implementation of our new Unit-Level Action Plan in all CL&E programming	<input checked="" type="checkbox"/> Undergraduate <input checked="" type="checkbox"/> Academic Staff <input checked="" type="checkbox"/> Postgraduate <input checked="" type="checkbox"/> Admin. Staff <input checked="" type="checkbox"/> Alumni	Achieving Workplace Certification "Silver" and year-end review; creation of comms materials

9. Have you considered implementing your project at more than one McGill campus? (e.g. If your project is downtown, could it be implemented at Macdonald Campus as well?)

Yes    No

10. If relevant, please describe your choice(s) of campus(es) and why this choice is best for your project. *Limit ~150 Words*

CL&E hosts our major events downtown, but provide bus service to students at the MacDonald campus wishing to join in the downtown events. That being said, we hope that by solving many of the logistical issues involved in integrating sustainability into orientation, other campuses will be able to implement these practices as well.

## PART 2: PROJECT PLAN

**Instructions:** Please answer the questions below as clearly and concisely as possible. Once you have completed this Project Plan, save it and submit it online. SPF Staff will respond with feedback on your application within 2 weeks. Once all sections are complete, the combined application will be provided to the SPF Governance Council for their review and decision. As a reminder, all SPF applications are assessed using the [SPF Eligibility & Evaluation Criteria](#):

ELIGIBILITY CRITERIA		EVALUATION CRITERIA		
AT MCGILL	SUSTAINABILITY FOCUSED	ANALYSIS	IMPACT	FEASIBILITY
SEED FUNDING	ACTION ORIENTED	COLLABORATION	SUPPORT	CAPACITY BUILDING

### IMPLEMENTATION

Criteria assessed in this section: **ACTION ORIENTED, FEASIBILITY, IMPACT**

- List the key activities for your project and indicate the timing for these on the right. Please be specific and realistic when formulating your activities, ensuring that they are achievable within the indicated timeframe.

Key Project Activities	Start Date (MM-DD-YY)	End Date (MM-DD-YY)
Training Period for Claudia (transfer existing duties, research sustainability portfolio)	4-22-2019	4-30-2019
First day on SPF contract	5-1-2019	
Communications strategizing for incoming first years (emails, webinars, social media, etc.)	5-1-2019	7-1-2019
Planning sustainable orientation event logistics (water, waste, accessibility, sust. event designation)	5-1-2019	8-26-2019
Recruiting "Sustainability Superstar" volunteers	6-1-2019	7-1-2019
Add sustainability content to CL&E volunteer and Frosh leader training	6-1-2019	7-31-2019
CEGEP Student Information Session (sustainable event trial!)	6-6-2019	07-31-2019
Orientation Week	8-26-2019	8-30-2019
Orientation Week feedback period	9-3-2019	9-30-2019
Design and coordinate Off-Campus Student sustainability programming	9-3-2019	4-30-2020
Meet with Environmental Residence Council to discuss Off-Campus Student collaborations	9-9-2019	10-9-2019
Identify water bottle sponsors for future orientation events	10-4-2019	4-30-2020
Achieve silver Sustainable Workplace Designation	1-2-2020	4-30-2019
Create sustainable orientation logistics manual for future coordinators	3-2-2020	4-1-2020

- Please describe what will happen to your project after the SPF funding ends. Additionally, please share if anything will be produced or installed. (e.g. a workshop guide, equipment, a toolkit, a network, website, etc.) If so, please describe these items and indicate how they will be maintained. *Limit ~200 Words*

At the end of the term of the intern, the position will be reviewed to determine whether there is a need to continue with the position. It is our hope that the intern will be able to produce (1) a clear procedure for offering sustainable orientation events, (2) communication and training material that can be used in future years, and (3) a progress report on our Unit-Level Action Plan. If it seems that there is an ongoing need for the position then we will add the sustainability portfolio to one of our existing positions. We feel that this would be more possible the following year, as much of the legwork will have been addressed by the intern.

- Please list any potential risks associated with your project and the measures you will take to reduce their likelihood.

Main Risks	Preventative Measures
Dehydration caused by lack of water bottles at events	MSERT on site, backup plastic bottles for emergencies
Refillable bottles won't arrive in time	Order by May
Excessive workload for intern	Weekly checkins, redistributing tasks to other staff members

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## STAKEHOLDER ENGAGEMENT

Criteria assessed in this section: **AT MCGILL, COLLABORATION, SUPPORT, CAPACITY BUILDING**

- 4. Please list all of the key stakeholders involved in your project, indicating their role and support. If the stakeholder has provided a support letter, please indicate so here and attach it as an appendix document.**

*Note: Projects involving modifying a space on campus, making a permanent installation, hiring a full-time staff, or adding/modifying a garden, etc., must seek permission from the appropriate stakeholder(s) (e.g. building director, Campus Planning and Development office, staff supervisor, etc.). SPF Staff can help you assess if any key stakeholders need to be added to your list.*

Stakeholder's Name(s)	Title	Role in the Project	Support/Permission	Support Letter
Francois Miller	Sustainability	Consultant	Confirmed support	Attached
Orientation Reps(selected May)	Frosh Coords.	Partners	Not Confirmed/Asked	No
Matthew McLaughlin	SSMU Internal	SSMU representative	Requested	No
Rachel Desjourdy	OSD	Accessibility liaison	Confirmed	No
Michael Mercer	RezLife Advisor	RezLife liaison	Confirmed	No
Caroline DesRoches	Purchaser	LeJames rep (bottles/apparel)	Confirmed	No
Konstantina Chalastara	PGSS Internal	PGSS representative	Confirmed	No
			Choose one.	Choose one.
			Choose one.	Choose one.
			Choose one.	Choose one.

- 5. How will you communicate about your project and share its impacts with your stakeholders and the McGill community? Please describe your tactics (e.g. social media, workshops, tabling, newsletters, etc.) and any related timing (e.g. at the beginning, during, or after the project). Related activities can also be included in Question 1. Limit ~200 Words**

Efforts will be shared through university-wide orientation planning group, internal communications, student services newsletters, First Year Council emails, First Year 5 social media and emails, incoming summer communications
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- 6. If applicable, are there any training, volunteer opportunities, jobs, or complementary applied student research integrated in your project? Please describe. Limit ~100 Words**

Yes, as part of our Unit Level Action Plan, we're introducing a new volunteer opportunity at our events called "Sustainability Superstars". We will create 20 or so volunteer positions, which will give McGill students experience in sustainable event management, public outreach, and problem solving.
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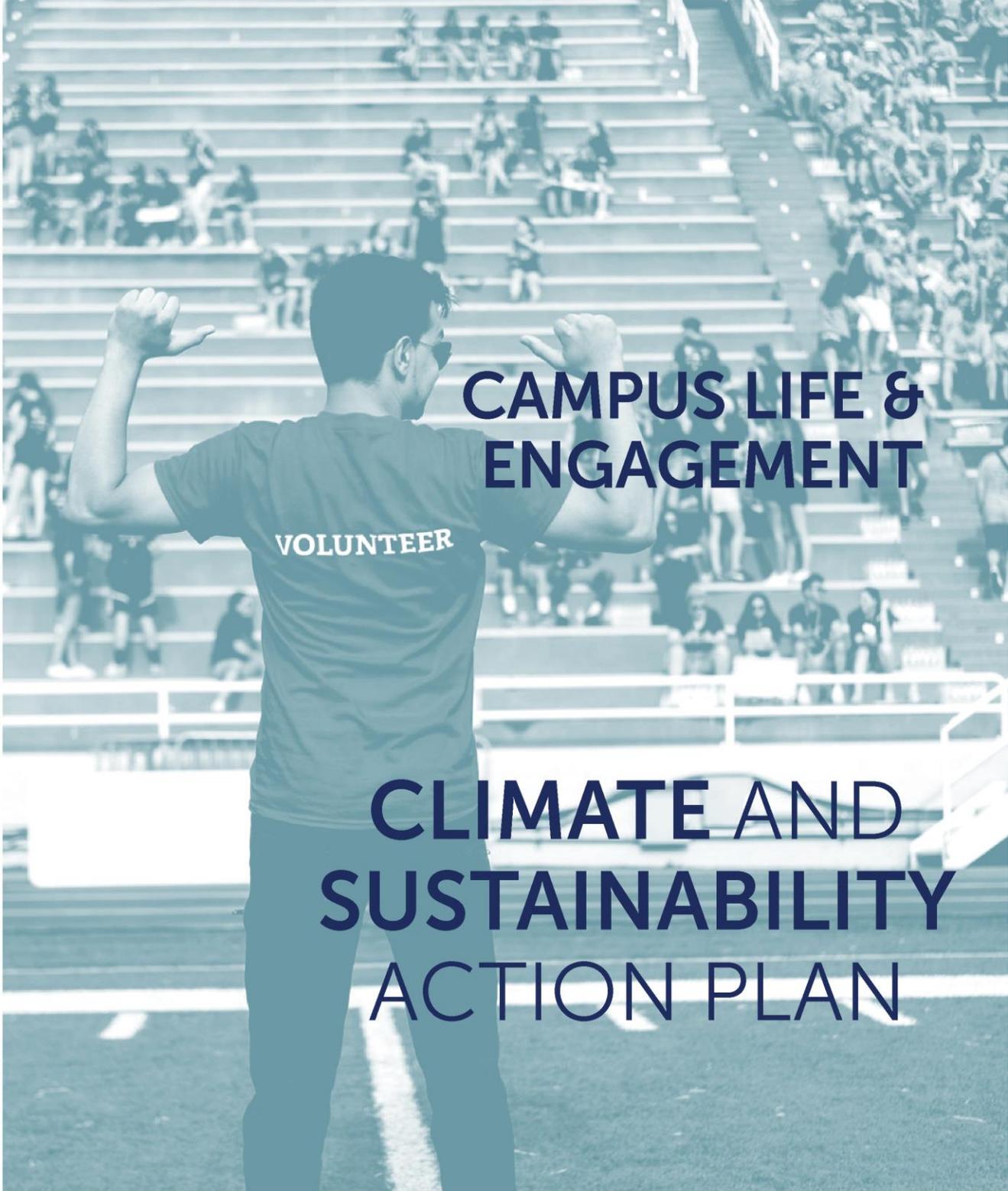
## APPENDIX

### Relevant Support Documents

List any appendix documents in order in the table, below.

*Please keep the total number of pages as low as possible (recommended max 10). Please include any relevant support letters.*

Doc #	Appendix Document Title	# of Pages
1	Campus Life & Engagement: Unit Level Action Plan (abridged)	4
2	Staff Position Information Appendix	1
3	Intern Job Description	2
4	Claudia Belliveua CV	1
5	Letter of Reference from Gilbert Lin	1
6	Letter of support from Francois Miller	1
7		
8		
9		
10	Staff Position Information Appendix, if applicable	



# CAMPUS LIFE & ENGAGEMENT

# CLIMATE AND SUSTAINABILITY ACTION PLAN

# 1. About Campus Life & Engagement

We support students through the different stages of their lives at McGill. We collaborate with various University departments and student groups to act as the go-to hub connecting students to the resources and opportunities that will help make the most of their time at McGill.

## Demographics

Our team consists of ~20 staff members throughout the year. We offer a wide range of programs including orientation events, support for underrepresented student populations (francophone, transfer, first generation, mature, etc.), leadership building, parents and family support, and much more. We host some of the largest events on campus, with over 5000 new students at our orientation events, and approximately 1800 volunteers helping us each year.

## Sustainability Mission – *what we offer to sustainability at McGill*

We are the first point of contact for most first-year students at McGill. We provide them the resources and tools they need to be successful during their time here, and work to provide an inclusive, safe, and accessible campus community. By weaving sustainability into our department, we hope to promote a culture of sustainability at McGill, starting from day one.

## Current initiatives

We try to practice **environmental sustainability** through our event planning. In the fall of 2018, we reduced our water bottle purchasing by ~3000 bottles, eliminated almost all food packaging, and provided compost at major outdoor events. We practice **social sustainability** by completing accessibility walkthroughs with the Office for Students with Disabilities every year and by designating *Access Ally* volunteers at events. Through our work of supporting underrepresented student populations, we strive to provide equitable opportunities to students from different backgrounds.

## 2. 2020 Action Plan

In the summer of 2018, we collaborated with the Office of Sustainability to reduce the number of single-use bottles distributed at orientation. We were so impressed with the student engagement we encountered at those events that we decided to find more ways to promote sustainability through our work. This plan came about through a collaborative consultation process with the Office of Sustainability.

Before writing this plan, we collectively decided on our sustainability vision, representing how we imagine Campus Life & Engagement at its most sustainable. We came up with the following vision:

*Sustainability is no longer just something we're striving towards, it's embedded in all aspects of planning and program operations. Also, no garbage.*

We are excited to present this strategy consisting of 9 actions and 19 deliverables, to help realize our sustainability vision.

### Education

1. Educate students on proper waste sorting at events
  - Designate "Sustainability Superstar" volunteers who are trained to help sort waste at major events

### Connectivity

2. Integrate sustainability into regular communications
  - Include everyday tips at the end of FY5 emails
  - Suggest bringing a refillable water bottle in all event correspondences
3. Add sustainability and accessibility information to our website
  - Create Sustainability & Accessibility page, outlining our commitments and providing resources to students who want to learn more
  - Add items to First Year Packing List that promote waste reduction
4. Continue improving physical accessibility at events
  - Develop an event accessibility protocol with the Office for Students with Disabilities (OSD)

## Operations

5. Significantly reduce the number of plastic water bottles distributed at orientation events by 2020
  - Find sponsorship to purchase reusable bottles for distribution
  - Pilot distribution of reusable bottles at CEGEP Student Orientation (CSI) in June 2019
  - Eliminate distribution of single-use plastic bottles at events with under 1000 attendees
  - Supply only one single-use bottle to students at Discover McGill, and ensure they are able to fill up at least once during the day (50% decrease from 2017)
6. Receive Sustainable Event certification for all orientation events
  - Attain at least Silver level designation
  - Strive to achieve gold at 1 event
7. Strive for zero waste at events
  - Provide composting at outdoor events
  - Favour food options with compostable or no packaging
  - Ensure volunteers properly sort unavoidable packaging such as pizza boxes (compostable!)

## Governance and Administration

8. Add sustainability information to orientation leader and facilitator trainings
  - Create “short training” to cover how leaders can encourage sustainable behaviour in their students
  - Create “long training” which goes into depth about what sustainability means, what’s happening on campus, and what we encourage students to do at our events
9. Receive Sustainable Workplace Certification for our office
  - Bronze in 2018-19
  - Silver in 2019-20

## STAFF POSITION INFORMATION

Please complete the fields below with information regarding the position that you would like to fund through your project. Should you have more than one type of position, please fill and attach a form for each position.

<b>Position Title</b>	Project Intern: Sustainable Events and Programming
<b>Brief Description of Role</b>	The intern will incorporate sustainability into all aspects of orientation and Off-Campus & Commuter Student Support (OCCSS) programming including recruiting, training, communications, and logistics.

1. **This position is:**  New  Already exists on campus
2. **Please describe which McGill Unit/Department/Group/Association will host the position.** *Limit ~100 Words*

Campus Life & Engagement (CL&E) will be hosting this position. CL&E is responsible for coordinating all the orientation events as well as the Off-Campus & Commuter Student Support (OCCSS) program.

3. **Who will supervise the employee? Please list the supervisor's name and role at McGill.** *Note: The supervisor must provide a letter detailing their commitment. Please include this in the application appendix. Limit ~100 Words*

Gilbert Lin, Student Life Programs Administrator

4. **Campus(es) where employee will work:**  Downtown  Macdonald  Gault  Other \_\_\_\_\_

5. **Please provide a detailed task list and/or job description.** *Limit ~400 Words*

Under the direct supervision of the Student Life Programs Administrator, the Intern will incorporate sustainability initiatives into all orientation events as well as building a sustainability strategy for OCCSS. Tasks include but not limited to: (1) Coordinate water bottle and waste diversion logistics at all CL&E orientation events, (2) Recruit and train "Sustainability Superstar" volunteers to educate incoming class on sustainability topics at orientation, (3) Synthesize a communications plan for incoming first years on sustainable living through webinars, emails, social media etc., (4) Create sustainable orientation logistics manual, (5) Collect feedback, (6) Work with CL&E's Orientation Education and Training Coordinator on sustainability education for Frosh Coordinators and Leaders, (7) Create OCCSS sustainability programming with OCCSS Intern, (8) Perform accessibility audits on all CL&E programming, (9) Find water bottle sponsors for future orientation events.

6. **Please share how you have determined the hours and wages included in the budget.** *Limit ~200 Words*

From May 2019 - April 2020, the wage is set at \$16 per week based on ~15 hours per week. The wage is set at \$16 because according to AMUSE agreement, this is a class "C" position and all interns at CL&E are paid at similiarly at that amount.

7. **If applicable, please share how you will integrate the employee into the existing team/group structure.** *Limit ~100 Words*

Every intern at CL&E works on orientation to a certain extent. The Sustainability Intern's role will be to consult on their events and programs. They will all work closely together to strategize and implement sustainable initiatives in their respective programs and events.

8. **What will happen to the position after the project funding concludes? Is there an intent to institutionalize this position?** *Limit ~200 Words*

The Sustainability Intern will help set up the structure for next year's orientation and produce a manual for the following year's interns to follow and incorporate sustainability in all programming.

9. If applicable, please briefly describe how you plan to recruit the employee. *Limit ~200 Words*

We already have an employee in mind.

10. My project team already has a candidate in mind to fill this position:  Yes  No

**If yes, please disclose.** *You may wish to attach a CV for the candidate in the application appendix. Limit ~100 Words*

Claudia Belliveau has been a sustainability advocate for orientation and OCCSS. Currently, she's serving as the OCCSS Intern and has a strong understanding of O-Week. She spearheaded the Ban the Bottle campaign during O-Week last year for CL&E and was instrumental to its success at this year's orientation. She has already proven herself to be an invaluable member of our team, capable of handling complex projects and demonstrating a high level of professionalism. Overall we are confident that she would be a great candidate for the role.



**POSTING DATE:**

# McGill University

## **POSITION COVERED BY THE AMUSE-PSAC BARGAINING UNIT**

**Department:** CAMPUS LIFE & ENGAGEMENT, Student Services

**Position Title:** Project Intern: **Sustainable Events & Programming Program Assistant (C)**

Position covered by the AMUSE\_PSAC Bargaining Unit

**Hourly Rate:** \$16.00 per hour based on 13 hours per week

**Period of Employment:** May 1 – Aug. 9 for 10 hours per week, Aug. 12 – Aug. 30 for 22 hours a week, and Sept. 3 – Apr. 30 for 10 hours per week

### **ABOUT CAMPUS LIFE & ENGAGEMENT (CL&E)**

Campus Life & Engagement (CL&E) is a member of Student Services and supports students at the different stages in their life at McGill, facilitating new and returning students' integration into and throughout the McGill community. By collaborating widely, we act as a student-centred, go-to hub for connecting students and other McGill community members to resources and meaningful opportunities, promoting and encouraging co-curricular involvement, and developing their capacity to make positive change on campus and in their communities. CL&E coordinates and is a key collaborator on student programs and events related to orientation and transition, campus involvement, leadership development, student communications, off-campus student support, peer support, and much more related to the student experience.

Student casual staff at CL&E will:

- gain experience working in the field of student affairs/student life;
- develop skills in project planning and management, communication, and event planning;
- apply research and critical thinking and a student-centered approach to program development; and
- enhance and innovate the student experience with project-specific and campus-wide collaborators

### **POSITION SUMMARY**

Under the direct supervision of the Programs Administrator, the Intern will incorporate sustainability initiatives in all orientation events as well as building a sustainability strategy for the Off-Campus & Commuter Student Support (OCCSS) program.

### **MAJOR DUTIES AND RESPONSIBILITIES**

Duties include, but are not limited to, the following:

- Collaborate with orientation event coordinators to organize sustainability logistics at all CL&E orientation events (water bottles, waste diversion, accessibility, etc.),
- Recruit and train "Sustainability Superstar" volunteers to educate incoming class on sustainability topics at orientation,
- Synthesize a communications plan for incoming first years on sustainable living through webinars, emails, social media etc.,
- Create sustainable orientation logistics manual based on lessons learned,
- Work with CL&E's Orientation Education and Training Coordinator on sustainability education for Frosh Coordinators and Leaders,
- Create Off-Campus & Commuter Student Support (OCCSS) sustainability programming with OCCSS Intern,
- Find water bottle sponsors for future orientation events.

## **EMPLOYMENT LEARNING OUTCOMES**

As the Student Life Projects Intern, you will have the opportunity to learn and/or develop skills in the following areas:

- Program Development
- Action Research
- Student Development
- Leadership Development
- Human Development
- Adult Education/Learning Principles
- Systems Thinking
- Design Thinking

## **EDUCATION & EXPERIENCE**

- Currently registered as a full-time student in any degree program at McGill University
- Will be a returning full-time student in September 2019
- Work Study qualified, an asset
- Web editing and graphics skills, an asset

## **OTHER QUALIFYING SKILLS AND/OR ABILITIES**

- Group facilitation experience
- Excellent communication skills, both oral and written
- Demonstrated attention to detail and time management skills
- Demonstrated initiative and is a self-starter
- Ability to be focused and flexible, and work in a busy environment
- Excellent knowledge of campus services, resources, and programs
- Punctual, organized and professional
- Autonomous, disciplined, motivated, reliable
- Excellent knowledge of Microsoft Suite (Word, Excel, Outlook, PowerPoint)
- Excellent Knowledge of social media platforms including Facebook, Twitter

## **SUPERVISION RECEIVED**

Candidate receives regular review of work. Employee works within the framework of established procedures and receives direction as to objectives and policies. Work supervised may be of a routine or variable nature.

## **HOW TO APPLY**

Please submit your **cover letter** AND **C.V.** (PDF or Word Doc) by email to Gilbert Lin ([gilbert.lin@mcgill.ca](mailto:gilbert.lin@mcgill.ca)) with the subject line: **"ATTN: Sustainable OCCSS and Orientation Intern"**

Incomplete applications will **NOT** be considered. Anything written in the body of the email will **NOT** be considered.

Please include the following information in your cover letter:

- Student ID number,
- Current year of study (U1, U2, etc.),
- Anticipated semester and year of graduation,

**N.B.** Only applicants selected for an interview will be contacted (usually within two weeks).  
Work Study applicants preferred - but not limited to them.

Application Deadline:

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McGill University is committed to equity in employment and diversity. It welcomes applications from indigenous peoples, visible minorities, ethnic minorities, persons with disabilities, women, persons of minority sexual orientations and gender identities, and others who may contribute to further diversification

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Dear SPF Committee,

The purpose of this letter is to recommend Claudia as a potential candidate for the new SPF funded sustainability student staff position.

I met Claudia when she was just a first-year undergraduate student at McGill University. From the first time we had met, I instantly knew she was special. She is probably the most involved person I know on campus and commits 120% to all of her involvement activities. She is always looking for ways to improve the student experience as well as giving back to the McGill community.

I hired Claudia as my Intern in the summer of 2018. She has gone above and beyond in this position. Within weeks on this job, she significantly engaged more off-campus students than her predecessors combined. She successfully planned an orientation event for over 600+ off-campus and commuter students with ease which received amazing feedback from both partners as well as participants.

Furthermore, she pushed for a lot of sustainability initiatives for orientation programming. For example, she worked with SSMU Commissioners to find out how we could incorporate waste reduction in all of our events. She also worked with the Office of Sustainability to limit plastic bottle distribution during Orientation Week. With her help, we successfully reduced more than 5000+ bottles.

Claudia is constantly looking at ways to improve programming at CL&E through accessibility and sustainability initiatives. This is why I am recommending her for this position and I know she will excel at it. For any questions or concern, please don't hesitate to reach out at [gilbert.lin@mcgill.ca](mailto:gilbert.lin@mcgill.ca).

Sincerely,

Gilbert Lin, Program Administrator for Campus Life & Engagement



# McGill

Facilities Management and Ancillary Services

Gestion des installations et services auxiliaires

**Office of Sustainability**

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February 14, 2019

Object: Letter of Support for the Discover “Sustainable McGill” Project

To whom it may concern,

During the Spring of 2018, our office first met with Campus Life & Engagement to discuss the impact of the Refill McGill campaign on orientation events. It seemed we had an infinite number of barriers facing us, and almost no time to address them. I think it is safe to say that the Campus Life & Engagement team were wary of both the new policy and our office. Fast forward almost one year, and the partnership between our two units has blossomed into an inspiring and collaborative effort.

During Orientation Week last year (2018), we partially met the goals we had hoped to achieve. Many single-use bottles were still distributed due to logistical issues and time constraints. However, other exciting initiatives sprung from the collaboration. Every orientation event received a Sustainable Event Certification, most of which were Zero-Waste (except for the water bottles, ironically enough), and sustainability information had been included in nearly all of the event correspondences. Campus Life & Engagement has now written a bold Unit Level Action Plan describing their ambitious goals for the next 2 years, including their strategy for reducing single-use plastic water bottles at upcoming events.

Many actions in this Action Plan are currently in progress, but we feel it would be invaluable for their office to have a champion dedicated to executing the rest of this plan.

Please do not hesitate to reach out if you have any further questions about our collaboration,

Francois Miller  
Director of the Office of Sustainability