

**JOB INFORMATION**

Effective Date	8/15/2021
Job Code:	3099
Job Title:	Environmental Education Assistant
Salary Grade/Structure:	020 - Admin-Professional
Career Level Name:	P3 - Senior Professional
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Research
Job Family:	Research
Job Summary	The Environmental Education (EE) Coordinator position will primarily work with programs with the EIH EE department. These programs include: workshops for youth and adults, coordinating the Texas Environment program, working with community groups and EE grants.

**COMPETENCIES**

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	Science Field	Required	
Master's Degree	Environmental Science/ Science	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	Minimum of 5 years experience working in Environmental Field	Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Master Naturalist Certificate		Required	

Knowledge, Skills and Abilities

KSAs	Proficiency

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred
• Knowledge of native plants and animals, local ecosystems and their interactions with each other and the environment			Proficient
• Knowledge of principles and methods for curriculum and training design, teaching and instructions for children and adults			Proficient
• Knowledge of Texas Envirothon specific areas of study including: Soils and land use, aquatics, forestry, and wildlife			Proficient
• Skills in Microsoft Office, specifically Word, Excel and PowerPoint			Proficient
• Skills in designing video for EE purposes			Basic
• skills in conveying information effectively through e-mail or verbal communication			Skilled
• The Ability to communicate information and ideas in speaking so other will understand			Proficient
• The Ability to read and understand information and ideas presented in writing			Proficient
• The ability to apply general rules to specific problems to produce answers that make sense			Skilled
• Knowledge of media production, communication, and dissemination techniques and methods			Basic

## JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

## Essential Functions

Essential Function	% TIME
• Assist and organize grants related to EE programs	35%
• Recruit/communicate with teachers who participate in Texas Envirothon program via contact by e-mail, phone	10%
• Maintain a database for Envirothon competition materials including registration of teams. Organize field test, student certificates, score sheets, etc.	10%
• Coordinate with volunteers in the EIH demonstration gardens	10%
• Coordinate EE camps and other EE children's programs as needed	10%
• Assist with Master Naturalist EE workshops and Native Plant Society programs	10%
• Other duties related to EE or the EIH as assigned by the EE Program Coordinator	10%

## PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

Craft Workers - Outdoors

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Sitting						
Lifting					X	
Carrying					X	
Pushing					X	
Pulling					X	
Climbing					X	
Balancing					X	
Stooping					X	
Kneeling					X	
Crouching					X	
Crawling				X		
Reaching					X	
Handling					X	
Grasping					X	
Feeling					X	
Talking				X		
Hearing				X		
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

### Travel Requirements

Estimated Amount	Brief Description
10%	