



UNIVERSITETET I OSLO

Jobbnorge ID: 237597

Deadline: 1/24/2023

Website: <http://www.uio.no/>

Scope: Part time

Duration: Project

About the Green Student Office

Want to be a part of the newest movement at the UiO? Are you passionate about sustainability? Do you see opportunities to make UiO more sustainable? Are you able to inspire, engage and empower students and staff to cooperate? Then this is your chance to become a project coordinator at UiO's Green Student Office!

Norway's first Green Student Office is opening at UiO in early 2023! We aim to be a hub and arena for climate- and environmentally oriented activities and events for both students and employees.

Green Student Office

Project coordinators at UiOs Green Student Office

About the position

We are looking for five part-time project coordinators that will be the Green Student Office's first team, together with one staff member from UiO. The office shall be an open meeting place and arena for climate- and environment-oriented activities and events.

We need students who want to build the organization and start projects, campaigns and activities, as well as recruiting volunteers.

Work tasks

Students are given a position of 7,5 hours per week for one year at a time. The position is flexible - meaning fewer hours during exam weeks and holidays, and more hours when activities occur.

Together with the rest of the team, you are the voice and face of the Green Office, and are expected to:

- initiate, implement and communicate new projects that contribute to UiO achieving the goals of the overall climate and environmental strategy.
- contribute to highlighting best practice and activities within climate and environmental work at UiO, in collaboration with the Department of Communication and Public Affairs (AKS).
- organize climate- and environmentally oriented activities and events.
- build the organization together with the rest of the team, as well as furnish and run the physical space.
- recruit and follow up volunteers for activities, events, projects and campaigns.

Personal skills

As a coordinator you are a team player and support your colleagues, but you also play an individual leading role for the project you coordinate. Since you will be the first team, you have the freedom to create your own projects.

Experience from organizations and/or with organizing events or activities is a plus. You have excellent social skills, can mobilize and connect people and keep them involved while dealing with organizational sensitivity. Affinity with social media, a fresh writing style and fluency in English are plusses. At least one of the team members needs to be fluent in a Scandinavian language.

You have to be enrolled as a fulltime UiO-student during time of employment (2023).

We offer

The GSK offers you a creative learning and working environment where you will work in a dynamic team with both students and staff. You will get the possibility to develop skills in the areas of sustainability, leadership and teamwork. Since the Green Office is a part of UiO you will be part of a large professional organization. Besides this, a coordinator position at the Green Office will be a unique resume experience

Salary NOK 406 900 - per annum in a 100% position.

This is a 20 % position for one year.

How to apply

The application must include:

- cover letter statement of motivation
- CV (summarizing education, positions and academic work)
- reference person (name, relation to candidate, e-mail and phone number)

The application (evt.) with attachments must be delivered in our recruiting system.

Formal regulations

Interviews with the best qualified candidates will be arranged.

According to the Norwegian Freedom of Information Act (Offentleglova) information about the applicant may be included in the public applicant list, also in cases where the applicant has requested non-disclosure.

Inclusion and diversity are a strength. The University of Oslo has a personnel policy objective of achieving a balanced gender composition. Furthermore, we want employees with diverse professional expertise, life experience and perspectives.

If there are qualified applicants with disabilities, employment gaps or immigrant background, we will invite at least one applicant from each of these categories to an interview.

Contact information

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Additional information

Place of service:

Blindern 0316 Oslo (Oslo Municipality)