



UNIVERSITETET I OSLO

Jobbnorge ID: 252280

Deadline: 11/17/2023

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

Scope: Part time

Duration: Project

About the Green Student Office

Are you passionate about climate and environment? Do you have ideas on how 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 student driven Green Office!

Norway's first Green Office is opened at UiO in March 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 students who want to run projects, campaigns, and activities, build the organization and recruiting volunteers as part of the Green Office team.

Project coordinators are given a 20% position (7,5 hours per week) for one year at a time. The hours are spent on a weekly team meeting, being a host during our opening hours at Green Office's physical space at Frederikkebygget (approximately once a week) and projects. The hours spent on projects are flexible - meaning fewer hours during exam weeks and holidays, and more hours when activities occur.

Work tasks

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 projects that contribute to UiO achieving the goals of the overall climate and environmental strategy.
- organize climate- and environmentally oriented activities and events.
- build the organization together with the rest of the team, as well as running the physical space (including tasks as being a meeting chair and secretary, evaluate events, follow up routines, maintain a roof top garden, keep the place clean)
- recruit and follow up volunteers for activities, events, projects and campaigns.
- contribute to highlighting best practice and activities within climate and environmental work at UiO.

Personal skills

- As a coordinator you are a team player and support your colleagues but are also able to work independently and implement the project(s) you coordinate.
- This time we are especially interested in students with practical skills such as repairing bikes or electronics, carpentry or sewing, and students from Faculty of Mathematics and Natural Sciences.
- 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.
- You have to be enrolled as a fulltime UiO-student during time of employment (2024).

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 410 000 - 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:

Sandakerveien 130 0484 Oslo (Oslo Municipality)