

Job Description
Student Employment Offices
College of Saint Benedict
Saint John's University

Job Title: Summer Naturalist/Office Assistant
Department/Agency: Saint John's Outdoor University
Wage: Level 1
Categories: Community Service
Length of Position: Summer

Function/Description of the Position: To assist in the implementation of Outdoor University programs and Abbey Arboretum land management. Saint John's Outdoor University provides environmental education to thousands of preK-12 students, CSB/SJU students, and the community through a variety of programs. This position assists Outdoor U staff in delivering outdoor environmental education programs for preK-12 students and other groups throughout the summer. In addition, this position will help market programs and manage the day-to-day operations in the office, including file organization, photo id/archiving, and research/writing for the quarterly newsletter. The position requires attention to detail and high organizational skills. The position offers the student valuable teaching experience, knowledge about the environment, creative thinking opportunities, marketing experience, and the opportunity to organize. Ultimately, the position requires respect for the natural world that must be shared with others.

Duties & Responsibilities:

- Assist lead naturalists with hands-on environmental activities
- Encourage students to participate and learn; aide in keeping groups together and focused
- Creating posters, mailings, flyers, and e-mails for upcoming Outdoor University programs.
- Assisting with event logistics – before, during, and after events.
- Updating website, Facebook, Twitter, Instagram, and other online resources.
- Responding to phone and e-mail inquiries.
- General office support (e.g., filing, mailings, duplicating, etc.)
- Some limited field duties may also requested.

Minimum Qualifications to perform the duties of the position:

- Must be reliable, trustworthy, and able to work independently as well as with others especially as the point of first contact.
- Must like working with children.
- Must be detail-oriented and have the ability to organize surroundings and effectively support colleagues.
- Computer experience. (Preference given to applicants with Microsoft Office, Adobe Photoshop, and website building software experience.)
- Strong written and verbal communication skills needed.
- Should appreciate and have a strong desire to learn more about the natural environment.
- A criminal background check is required for this position and the offer of employment will be contingent upon receipt of a successful background check.

Work Schedule:

Summer: 40 hours/week (8:00 a.m. – 4:30 p.m. weekdays, occasional evenings and weekends)

Contact Person:

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