

## Student Employment • Job Description

**Job Title:** School Radon Administrative Assistant (*updated July 23, 2018*)

**Classification:** Work Study – Community Service

Energy Association of Iowa Schools (EAIS) is a statewide nonprofit organization that is the energy and radon champion for rural schools. EAIS helps schools, colleges and area education agencies save budget dollars and lives. EAIS is funded primarily by school district membership dues, as well as matching dollars from Alliant Energy/Black Hills Energy/MidAmerican Energy and a grant from Iowa Cancer Consortium/Iowa Department of Public Health.

**Name & Address of Student's Employer:** Southwestern Community College, 1501 W Townline St, Creston, IA 50801

**Location of Job:** Off campus (10-20 hours per week) @ new Building 301 on the corner of Elm & Montgomery Streets, Creston, IA 50801

**Supervisor:** Julie Weisshaar **Phone:** 641-202-0949

**Purpose/Role of position within the organization:** Help school districts prevent radon-induced lung cancer by providing organizational and administrative support to the nonprofit Energy Association of Iowa Schools (EAIS). Be the organization's school radon social media guru. Be an independent worker who communicates regularly with the EAIS Executive Director regarding questions and work priorities.

**Job Description:**

- Assist with the creation of personalized School Radon Mitigation Plans
- Enter participant information and radon testing results data in new EAIS online application/database
- Chart school radon testing results on floor plans and run final reports
- Manage and track files via Dropbox
- Track work, services and communications
- Develop (write, edit and update) content for publication on [www.energyais.org](http://www.energyais.org)
- Develop and share regular content on EAIS Facebook, Twitter, and LinkedIn pages
- Assist in the administration of School Radon Training & Support System Kickoff Workshops
- Professionally communicate with radon laboratory and School Radon Teams
- Maintain confidentiality at all times when handling school information and data
- Perform other duties as assigned by the EAIS Executive Director

**Rate of Pay for the position:** \$10.50 per hour

**Qualifications:** Strong organization, communication, problem-solving and computer/online skills. Ability to work independently and with supervision. Ability to use EXCEL and Microsoft Office suite. Detail-oriented. Desire to help schools improve their public facilities and health through radon safety. Capacity to grow with a growing nonprofit organization. Must be able to pass background check.

**Perks:** Flexible and supportive office culture, smart and creative teammates and clients, autonomy in your work, chance to grow with an expanding organization, and the opportunity to have a direct positive impact on energy efficiency and cancer control statewide.