



# Office of Sustainability Graduate Assistant

## **POSITION DESCRIPTION**

**TITLE:** Education and Events Graduate Assistant

**DEPARTMENT:** Facilities Management

**DIVISION:** Office of Sustainability

**SUPERVISOR:** Sustainability Coordinator

**ADMINISTRATIVE:** \_\_\_\_\_

**STAFF:** \_\_\_\_\_ X \_\_\_\_\_

## **OFFICE OF SUSTAINABILITY SUMMARY**

- Expand campus awareness of commitment to sustainability
- Foster sustainability integration throughout the institution
- Advocate for campus infrastructure that promotes sustainability
- Cultivate the capacity of individuals to promote sustainability
- Serve as a sustainability resource for USD and the local community
- Engage in internal and external partnerships that promote sustainability

## **JOB DESCRIPTION**

The Office of Sustainability Education and Events Graduate Assistant is responsible for campus outreach with the intention of educating the campus community on USD's sustainability initiatives, accomplishments, and projects, with an emphasis on energy efficiency and water conservation. In this role, the incumbent assists with developing and administering sustainability-focused presentations to a variety of audiences across campus, including academic classes and student groups. Primary projects of this position include the development of a sustainability education module and a sustainable event certification program. This role may also assist with integrating sustainability into student orientation programs.

The Education and Events Graduate Assistant is tasked with developing ideas to engage the USD community to learn about sustainability initiatives and practices. The incumbent is responsible for coordinating, implementing, and evaluating sustainability-related events hosted or co-hosted by the Office of Sustainability that cover a range of topics.

This Graduate Assistant serves as an advisor to the Be Blue Go Green student organization and Office of Sustainability Education Intern. This position also provides oversight of any event-related tasks assigned to other office interns and may provide guidance to the Associated Students Sustainability Chair.

## **Education (40%)**

### **1. Sustainability Education Module**

- a. Lead development of sustainability curriculum for an education module, to include various sustainability topics
- b. Liaise with campus departments to integrate content into user-friendly platform

### **2. Employee Sustainability Education/Training**

- a. Develop, coordinate, and facilitate employee education focused on sustainability accomplishments, conservation goals, and sustainability practices
- b. Research sustainable practices to implement in various departments and assist departments and offices with implementation

### **3. Student Sustainability Education**

- a. Reach out to student organizations, Living Learning Communities, and instructors on campus to schedule and conduct sustainability presentations to their audiences
- b. Develop appropriate presentations for various audiences, keeping them timely and relevant
- c. Disseminate post-presentation surveys and collect data to inform future presentations
- d. Collaborate with Resident Assistants and orientation teams to incorporate sustainability into program orientations. Assist with development of sustainability-related orientation materials and activities (e.g. presentations, signage, flyers, sustainability campus tours, etc.)

## **Event-Related Responsibilities (35%)**

### **1. Eco-Event Certification Program**

- a. Lead development of a sustainable event certification program that evaluates how sustainable an event is; includes creating an audit template to address energy and water efficiency, sustainable transportation, sustainable catering, waste minimization and diversion, communication and/or signage about the sustainable practices, etc.
- b. Assist with establishing an outreach plan to inform campus community of eco-event handbook and certification program
- c. Provide encouragement and guidance to departments and campus organizations regarding sustainable event planning and hosting

### **2. Event Logistics**

- a. Collaborate on event ideas that cover a range of sustainability topics, including the Vampire Energy Program each semester
- b. Submit event proposals to Office of Sustainability staff
- c. Coordinate venue space, speakers, presentations or other educational materials, catering, AV, volunteers, and supplies prior to events, as needed
- d. Collaborate with office staff to ensure that accurate marketing materials are created to promote and publicize event
- e. Track events and attendees; Complete post-event evaluations, with outcomes and recommendations

### **3. Outreach**

- a. Serve as a liaison between Office of Sustainability and on and off-campus partners and vendors to facilitate potential collaborations or support promotion of events (including, but not limited to: clubs, offices, departments, faculty, LLCs/housing, local community partners and organizations)
- b. Follow-up communication with students that request more information at events or express interest in getting further involved

### **Intern Advising (15%)**

1. Keep *Education Intern* on task, as well as other interns in regard to their event-related work
2. Provide regular progress reports on intern performance
3. Assist with the student intern hiring process for all interns each semester

### **Student Initiatives Advising (5%)**

1. Oversee the undergraduate sustainability organization Be Blue Go Green (BBGG)
  - a. Advise BBGG Executive Board
  - b. Ensure educational component is incorporated into events/programs
  - c. Oversee online content on website and BBGG social media accounts

### **Other Duties as Assigned (5%)**

Examples:

1. Assist with various sustainability-related events and activities
2. Support office staff, as needed

### **MINIMUM QUALIFICATIONS**

Enrolled in a graduate degree program

### **PREFERRED QUALIFICATIONS**

- Understanding of environmental, economic, and social issues related to energy use, water conservation, transportation, and waste management
- Experience in creating presentations
- Experience with peer advising and working within a team
- Experience in event coordination
- Strong interpersonal, written communication, and public presentation skills

### **PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS & ABILITIES**

- Takes initiative to create work, self-motivated, good problem solver
- Capacity to conduct professional research and ability to present information effectively
- Possess strong interpersonal skills: ability to work with students, peers, administrators, faculty, and staff employees
- Possess strong organizational skills and ability to multi-task in a fast-paced environment

- Familiar with University policies and procedures
- Continued effort to connect practice and academic knowledge
- Work to advance the University's goal of creating a welcoming and inclusive environment
- Moderate skills in the use of the tools and equipment listed below

### **CERTIFICATES, LICENSES, REGISTRATIONS**

None

### **SPECIAL CONDITIONS OF EMPLOYMENT**

Must be available to work some evenings and weekends.

### **TOOLS AND EQUIPMENT USED**

Personal computer (preferably both Macintosh and PCs), various software applications (Microsoft Office, Cascade, InDesign, PhotoShop, Canva, etc.), copier, scanner, telephone.

### **PHYSICAL REQUIREMENTS**

The employee will frequently sit; talk; hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms. The employee will occasionally walk and must occasionally lift and/or move objects up to 25 pounds. The employee must be able to see closely and be able to adjust focus for use of computer and distance visibility.

### **WORK ENVIRONMENT**

The noise level in the office is moderate; the facility is air-conditioned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

### **COMPENSATION & SCHEDULE**

- \$14 per hour
- ~20 hours per week (typically between 9am and 4pm, Monday- Friday)
- Fall term: August 5, 2019 (negotiable start date)- Friday, December 13, 2019 (minus Fall break on October 18 and Thanksgiving break from November 27 to November 29)
- Spring term: Tuesday, January 21, 2020 (negotiable start date)- Friday, May 22, 2020 (minus spring break from March 2 to March 6 and Easter break from April 9 to April 13)