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**Office of Sustainability Practices Graduate Assistant**

**2022-2023 Academic Year**

**Term:** This position is for a full-time (20 hours per week) assistantship available to a full-time graduate student. The assistantship is for one academic year. It will award a stipend of $8,000 per academic year ($4,000 per semester) and a tuition waiver for up to 9 credits per semester, not to exceed 18 credits for the academic year (Fall/Winter).

**The Graduate Assistant assists the Office of Sustainability Practices with reaching its goals as outlined in the Strategic Plan.**

**Specific responsibilities including time allocation percentages:**

* Develop ongoing working relationships with student groups and organizations such as Student Senate, Student Environmental Coalition, Farm Club, Green Team, Cage Free, Beekeeping Club, Alternative Breaks, Student Life, and the Center for Women and Gender Equity to provide support to their programs and events. (15%)
* Lead educational events and programs for student organizations, departments, and other groups, to raise awareness and increase experiential learning about sustainability. The Graduate Assistant would be available to lead workshops, discussions, on-campus tours, waste audits, give classroom presentations, and promote the office at events such as Orientation and Campus Life Night. (20%)
* Help coordinate campus sustainability activities and work with planning committees made up of representatives of various departments and organizations on campus. Projects may include Sustainability Week, zero-waste football games, RecycleMania, MLK event planning, and the Sustainability Spotlight among others. (25%)
* Create, implement, and analyze student sustainability surveys and data. (10%)
* Create quarterly newsletters for campus and alumni distribution. (10%)
* Assist with collecting data for sustainability reports including the Association for the Advancement of Sustainability in Higher Education (AASHE) Sustainability Tracking Assessment and Rating System (STARS), and the Talloires Declaration. (10%)
* Promote community outreach by sharing best practices with area businesses and other schools who have an interest in sustainability. Assist with coordination of community sustainability activities/events as needed (i.e. ArtPrize). (10%)

This GA position will work in partnership and collaboration with many GVSU departments and community partners including Housing, Facilities Services, Campus Dining, Student Senate, Administration, the individual colleges, student organizations, etc.

**Qualifications:**

* Admission to any graduate degree program at Grand Valley State University
* Basic knowledge of sustainability
* Strong communication and writing skills
* Ability to work well individually as well as within a team setting
* Demonstrated leadership in project activities

**Work location:** A work space will be provided for the Graduate Assistant in Lake Michigan Hall on the Allendale campus.

**To apply:** Send a cover letter, resume, and two references (electronic acceptable) to:

Troy VanKoevering

Grand Valley State University

Office of Sustainability Practices

1 Campus Drive – 260 LMH

Allendale, MI 49401

vankoetr@gvsu.edu

**Deadline to apply:** Review of applications will begin on February 18, and continue until position is filled.

**Contact information:**

Yumiko Jakobcic, Director, Office of Sustainability Practices

260 Lake Michigan Hall

jakobciy@gvsu.edu