

Graduate Assistantship Title: Sustainability Coordinator

Department: Division of Facilities Services: Office of Sustainability & Benchmarking

Supervisor: Brandon Verhoff, Director of Sustainability & Benchmarking

Hours: 20 hours per week, schedules may vary (M-F, 8-5)



Position Description:

Under close supervision with the Director of Sustainability & Benchmarking for Facilities Services, a graduate student in this position is treated as a highly respected staff member and team of the department. This individual would be responsible for a variety of high level tasks which includes assisting with the development and implementation of strategies and programs to engage the SLU community in sustainable practices; lead committees on furthering sustainability progress at the University, process improvement for the divisions services, integrating more sustainable solutions; coordinating the collection of data for reporting of SLU's sustainability efforts using AASHE's STARS reporting tool, producing the publication of the Campus Sustainability Report; publicizing, promoting, and communicating SLU's efforts through events, websites, social media and other tools; serving as a liaison between the Center for Sustainability and the Division of Facilities Services; and providing general office and program management support.

Education to Practical Experience Benefit:

Saint Louis University is committed to helping students connect theory and practice. This assistantship will allow the graduate student interested in sustainability to explore and expand their knowledge in the classroom while putting that knowledge into immediate practice in the assistantship. In addition, it will provide the student with a valuable opportunity to receive timely feedback about their ability to utilize course concepts in applied settings.

Contract Award Period, Pay & Benefits:

This nine-month award carries a monthly stipend consistent with University assistantship funding levels within the student's academic unit, 9 hours of tuition scholarship during the Fall semester, 9 hours of tuition scholarship during the Spring semester and health insurance. Students must be enrolled as a full-time student for the award period. The start and end dates of the nine-month assistantship typically correspond with the University's academic year (September-May). This is a one-academic year contract, with the option of renewing during the summer between the first academic year and the second for a continuous employment of up to two years.

Qualifications:

- Earned BA or BS in relevant major
- Preference will be given to those seeking admission into SLU's Masters of Sustainability program and those with working knowledge of sustainability theories, practices and programs
- Interpersonal competencies in customer focus and teamwork/collaboration
- Personal competencies in flexibility/adaptability, judgment/problem solving and drive for results
- Demonstrated initiative and strategic thinking
- Computer knowledge in Microsoft Office including, but not limited to Word, Excel, and PowerPoint.

Orientation, Training and Mentoring:

In addition to attending Graduate Assistant Orientation, the graduate assistant will receive extensive orientation and training within the Facilities Services division, including training on new technologies when needed. They will be able to attend all the division's development workshops with potential opportunities to attend conferences, seminars and webinars. The student will be mentored by a senior graduate assistant in the department, and work closely with other staff and student interns. The Director holds bi-weekly progress report meetings with the sustainability coordinators and other team members.

Evaluation Plan:

At the beginning of the assistantship year, the supervisor will meet with the graduate assistant to establish both performance and professional development goals in keeping with the job responsibilities and personal development aspirations of the assistant. To assess progress towards the goals, the graduate assistant will have two formal evaluative meetings during the academic year, one at mid-year and one at the end of the assistantship year.

Application Process

Applying for a program within the Center for Sustainability

In the professional goal statement you submit as part of your online application to the program, please indicate that you would like to be considered for a graduate assistantship in sustainability concentration within Facilities Services. Include a brief explanation of your academic and research interests and how they align with the position. You will upload the professional goal statement, along with other required documentation, using the online application system. You must submit a completed application by **December 31** to be considered for an assistantship.

Applying for another Graduate Program at Saint Louis University

Submit a cover letter and CV/Resume to Brandon Verhoff, Director of Sustainability & Benchmarking, bverhof1@slu.edu. You must submit by **December 31** to be considered for an assistantship.

Due: Annually by December 31st

Involvement

To learn more about how you can be a '**Green**' Billiken, visit the SLU sustainability website greenbilliken.slu.edu, follow us on Twitter, Facebook, or Instagram @greenbilliken or email us at greenbilliken@slu.edu

To learn more from past and current graduate assistants, check out greenbilliken.slu.edu, under "Learn About" find [sustainability staff](#).