

**UNIVERSITY OF GEORGIA • DIVISION OF STUDENT AFFAIRS • UNIVERSITY HOUSING • GRADUATE ASSISTANT FOR SUSTAINABILITY • POSITION DESCRIPTION**

**WORKING TITLE: GRADUATE ASSISTANT**

**CLASSIFICATION: Graduate Assistantship**

**POSITION SUMMARY:** This is a part-time, live-off position in student housing responsible for coordinating special events related to environmental sustainability initiatives within University Housing. The primary function of this position is to plan and implement special events relating to resident engagement in sustainability initiatives. These include seasonal waste reduction initiatives such as our move-in and move-out donations and recycling. The Graduate Assistant will also manage and co-advise the University Housing EcoRep program, an experiential learning program in which 13-15 student leaders provide peer to peer education and engagement on departmental sustainable initiatives within the residence halls.

**SUPERVISOR:** Sustainability Coordinator in the University Housing Executive Director's Office.

**CONDITIONS OF EMPLOYMENT:**

1. Must enroll for a minimum of twelve credit hours of graduate study each semester the assistantship is in effect.
2. Must maintain a minimum UGA cumulative grade point average of 3.0.
3. This position requires 13 hours per week and the flexibility to work weeknights and weekends as necessary.
4. Appointments are made for an entire year, including summer semester. This appointment will begin in the summer semester of 2024 and will terminate the following spring 2025 semester after the residence halls close in mid-May.
5. Reappointment is based upon job performance, evaluation, and continued enrollment in the University.

**GENERAL RESPONSIBILITIES:**

1. Assist staff with the annual recycling and landfill diversion program during move-in.
2. Collaborate with sustainability coordinator to plan and implement annual donation and landfill diversion program during move-out.
3. Work with public relations coordinator to promote departmental sustainability initiatives on the University Housing website, social media, and within the residence halls and via educational print materials.
4. Manage and co-advise the EcoRep program which provides an experiential-learning credit to a small cohort of student leaders who provide face-to-face engagement via passive programming in the residential communities.
5. Recruit, interview, plan, and manage to the EcoRep program.

6. Support, communicate, enforce and abide by all University and Department policies, procedures and regulations.
7. Provide ongoing support to students and staff for programmatic efforts.
8. Support departmental academic initiatives and promote the academic success of residents through programming and policy enforcement.
9. Perform other duties consistent with the purpose of the position as assigned.

**DESIRED SKILLS:**

1. Knowledge, experience, or involvement with sustainable practices, behaviors, and engagement.
2. Passion for community building and working with students in a university setting.
3. Experience in program coordination and implementation.
4. Strong organizational skills with the ability to handle multiple tasks, work independently and be detail oriented.

For more information please visit <https://housing.uga.edu/about-us/sustainability/>