



Office of Sustainability Graduate Assistant

Position Description

Job Profile

We are looking for a dynamic graduate assistant to serve as a Graduate Assistant in the Office of Sustainability*. In this role, you will coach (think: motivate, empower, guide, advise, cheer on) 10-15 undergraduate students on skills related to leadership, employability, integrative learning, and project development. This is a 20-hour per week commitment for the Spring 2020 semester with the possibility of renewal for the 2020-2021 academic year. **Candidates do not need to have sustainability knowledge or experience whatsoever—just a willingness to learn!*

About Us

The mission of the Office of Sustainability is to introduce, promote, and support a university-wide commitment to sustainability by creating and advancing a campus sustainability plan, enhancing capacity to explore and implement innovative solutions for positive change, assessing progress toward institutional sustainability, and engaging students in integrative learning and leadership development.

Sustainable Carolina is the student branch of the Office of Sustainability. Students involved in Sustainable Carolina are empowered to address real world problems as they work on project teams to conceptualize and implement campus-wide events and programs. The Sustainable Carolina Leadership Program provides high achieving students with the opportunity to serve as peer leaders, contributing to sustainability on campus while developing the skills necessary to take on leadership roles in their future careers.

All our work, from our students' projects to our community partner collaboration, is rooted in our mission. For more information about the Office and Sustainable Carolina, visit <http://sc.edu/sustainability>.

Essential Functions

1. Under supervision from the Office of Sustainability staff, manage the Sustainable Carolina Leadership Program and plan personal and professional development activities for 50 undergraduate students in the program.
2. Serve as a leadership coach for potential and current students in the Sustainable Carolina Leadership Program; coach 10-15 students on their employability and progress toward Graduation with Leadership Distinction (learn about GLD here: <http://sc.edu/usconnect>)
3. Coordinate fall and spring orientation for Sustainable Carolina students; organize students into Sustainable Carolina project teams; coordinate community building events for students and end-of-semester recognition events.
4. Collaborate with campus partners such as USC Connect and the Leadership and Service Center, and other offices to create opportunities for Sustainable Carolina students.
5. Assist students in developing their E-portfolios; help track student progress in coursework, required USC Connect orientation, workshop participation, mentorship development, applying for grants, and presenting/publishing their work.



6. Mentor two student teams in their execution of one to two major, campus-wide events or programs per semester.
7. Assist staff in the assessment and evaluation of Sustainable Carolina students, events, and programs.
8. Lead recruitment efforts for new students to join Sustainable Carolina and the Sustainable Carolina Leadership Program.
9. Perform other duties as assigned.

Other Expectations

- Work with other Sustainable Carolina graduate assistants, Office of Sustainability, and Green Quad staff to create a sustainable education facility and work environment.
- Communicate effectively with students, faculty, staff, and community members.
- Find opportunities to collaborate with community and campus partners.
- Attend weekly staff meetings and regular weekly project team meetings.
- Develop a basic knowledge of sustainability and environmental principles (no prior sustainability knowledge is necessary for this assistantship).

Qualifications

- Bachelor's degree and relevant experience
- Candidate should be pursuing an advanced degree, preferably in Higher Education & Student Affairs, Counseling, Public Health, Earth & Environmental Resource Management, or another related field.
- Effective oral and written communication skills; including group facilitation and presentation skills
- Strong organizational skills
- Ability to work both independently and on a team in a diverse environment
- Willingness and eagerness to learn

*Knowledge related to sustainability is **not** required.

Commitment, Compensation, and Benefits

Commitment:

- 20 hours per week
- Start date: January 6, 2020
- End date: April 29, 2020
- Ideally, we would like this graduate assistant to continue in their position for the 2020-2021 academic year. Renewal will be considered based evaluation of graduate assistant by Office of Sustainability staff.

Compensation

- \$4,750 stipend per semester (\$9,500 per academic year)
- Graduate students will qualify for in-state tuition waiver
- Tuition assistance of \$2,100 per semester (\$4,200 per academic year) based on 9 credit hours of enrollment per semester



Professional Development:

- Project management experience including (but not limited to): building programs, collaborating with campus and community partners, and supervising students.
- Mentorship from higher education and sustainability professionals.
- Opportunities for conference presentation.

To Apply

Send a resume and cover letter to Grace Kazmierski, Assistant Director for the Office of Sustainability at kazmierg@mailbox.sc.edu. Your cover letter should tell us what sets you apart from the rest; how you can operate with light supervision; what creative ideas you can bring to the table; and why you think you're a great fit.

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