



OFFICE OF SUSTAINABILITY

Illinois State University

Position: Office of Sustainability Graduate Assistant

Mission Statement: The Office of Sustainability is dedicated to creating a culture of sustainability at Illinois State University through interdisciplinary and inclusive collaboration with students, faculty, and staff. We strive to develop solutions to reduce our environmental impact, integrate best practices into campus operations, and use every corner of our living laboratory to educate and inform our Redbird community.

Position Summary: A Graduate Assistant for the Office of Sustainability at Illinois State University will assist the staff in varying capacities, based on the needs of the campus community and overall staff composition. Graduate Assistants will oversee undergraduate student workers, organize programs and services across campus, assist with office operations and events, and pursue outreach and engagement to the campus and community. The combination of duties may vary each semester but will include some of the possible duties and responsibilities as listed below.

Duties and Responsibilities:

- Provide leadership and oversight of the undergraduate student workers and interns within the Office of Sustainability. Advise undergraduate students with the planning, marketing, and delivery of various programs, services, and events.
- Lead and organize programmatic aspects of activities and events related to sustainability. These duties include developing learning outcomes, creating program plans, researching available resources, developing marketing strategies, mapping program logistics, collaborating with campus and community partners, recruiting and managing participants, budgeting, and implementation.
- Participate alongside undergraduate student workers in sustainability-related activities and events. This could include, but is not limited to, facilitating zero waste stations, collecting donations through Pass It On, sorting donations for the Share Shop, and
- Serve as a staff member and a representative the Office of Sustainability by participating in regular meetings and trainings and promoting programs and services on campus and in the community. Assist with other department programs as needed such as attending professional development sessions, attending office events, supporting office functions, and performing other duties related to the department as assigned (including driving university vehicles for programs or traveling with students).

Required Skills

- A demonstrated ability to incorporate sustainable practices into your personal daily living
- Strong communication, teamwork, and analytical skills
- Proficient with word processing, presentation, and spreadsheet software
- Ability to multi-task
- Work cooperatively with others from diverse backgrounds
- Problem-solve independently
- Strong ability to self-initiate tasks

Preferred Skills

- Public speaking and presentation experience
- Outreach and tabling event experience
- Knowledge of social media and how to leverage various platforms
- Graphic design, video, or photography experience

A Graduate Assistant in the Office of Sustainability must possess a bachelor's degree. This position requires enrollment in the College Student Personnel Administration, Political Science, Sociology, or Communication graduate degree program at Illinois State University. The graduate assistant must maintain good academic standing (at least a 3.0 cumulative GPA on a 4.0 scale) and be a full-time graduate student, enrolled in at least 9 credit hours. All graduate assistantship offers are contingent upon the candidate meeting assistantship criteria set forth by the Graduate School (at least a 3.0 cumulative undergraduate GPA or a GRE Verbal/Quantitative combined score of at least 1000). The assistantship requires a 28 hour/week commitment and includes some occasional evening and weekend hours.