



## STUDENT POSITION DESCRIPTION

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**POSITION TITLE: Auraria Sustainable Campus Program  
Graduate Assistant**

**WORK UNIT: AHEC Planning**

**DEPARTMENT: Auraria Sustainable Campus Program**

**POSITION LEVEL: V**

**PAY RATE AT HIRE: \$17.00**

**APPLICATION:** Accepting applications on a rolling basis, but looking to hire ASAP.  
**Preference will be given to those who apply by 08/07/2022 at 11:59 PM.** To apply, send resume, cover letter and any other relevant information to [scp\\_contact@ahec.edu](mailto:scp_contact@ahec.edu).

**WORK HOURS:** 20-25 hours per week

**JOB SUMMARY:**

This position is responsible for overseeing the rollout and development of the Auraria Green Offices Program (50% of time), Share Meals (25% of time), and assisting the Waste Diversion Specialist with Green Events (25% of time).

The Green Offices Program is designed to engage our faculty and staff with the sustainability initiatives on campus such as composting, alternative transportation, energy efficiency, etc. While this program is already somewhat in place, there are many ways to expand and implement this program. This position will be responsible for regular communication with many offices across campus, recruiting new offices to participate, coordinating meetings and walk-throughs for prospective office suites, and any other relevant activities.

Share Meals is a mobile app that will be new to the Auraria Campus in the fall of 2022 meant to address food insecurity and limit food waste across campus. This program is closely tied to our typical green events but will include training event staff, marketing the app to users, and otherwise maximizing participation tri-institutionally. This position will be largely responsible for facilitating those training exercises and advertising the program.

Green Events are those that make an effort to divert materials from the landfill and into our recycling and composting streams. We are trying to expand this program to set an expectation for all events on campus to offer compost services. This position would assist with advertising, managing the scheduling of Green Events with the event planners, and working the events themselves when needed. This person will also coordinate with vendors to ensure compliance with waste standards. Also find ways to incorporate Certifiably Green Denver standards into this program to further highlight efforts by event planners beyond waste.

The following skills/attributes are desired: knowledge of/passion for sustainability, exceptional competence in writing and communication, ability to adapt to changing priorities quickly, positive attitude, works well with others but can also work effectively with little direction, organized, consistent and reliable. This person will report directly to the AHEC Waste Diversion Specialist and work closely with the Sustainability Coordinator

*The ASCP is committed to cultivating a culture of inclusion and connectedness because we know we are able to learn better together with a diverse team of employees. We welcome the unique contributions individuals can bring in terms of their education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran's status, color, religion, disability, sexual orientation and beliefs.*

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#### **JOB DUTIES:**

- Further develop and build upon the Green Office Program;
  - Advertise the program through face-to-face engagement at tabling events and office visits as well as through marketing materials and platforms
  - Implement in offices that sign up; schedule meetings with office representatives, outline process to get certified, check in throughout the process, conduct audit at end of each stage to assign scores and determine if office meets certification standards
  - Maintain and revise the program as needed; recruit new offices to program, encourage participating offices to pursue the next level of certification. Revise the overall program and certification standards as seen fit.
- Support the rollout of the Share Meals app on the Auraria Campus by assisting in getting campus constituents signed up and training event hosts
- Be available to work Green Events (often on evenings and weekends) and manage scheduling and communications
  - Set up and break down of bins and bags at events

- Bin management, top sorting, education, and leading a small team of staff and volunteers when necessary
- Must attend weekly ASCP Team Meetings and a weekly one-on-one meeting with supervisor
- Expand collaboration with other on-campus offices to expand audience and increase diversity of students engaging with our program; serve as ASCP liaison; attend Auraria Faculty/Staff Sustainability coalition meetings
- Maintain relationships with collaborative campus partners and identify opportunities for further alignment and collaboration
- Attend Sustainability Communicators calls to stay up-to-date on what other campuses are doing

### **DESIRED QUALIFICATIONS:**

- Passion for/knowledge of sustainability
  - Existing familiarity with the ASCP's programs is a plus
  - Particular interest in/knowledge of waste (recycling, composting, food waste, etc) is a plus
- Verbal and written communication and a strong ability to build relationships; enthusiastic, upbeat, approachable, and works well with others
- Experience in a leadership/organizational role among a team; experience managing volunteers
- Familiarity with several student-facing offices/departments on the Auraria campus and some institutional knowledge of the Auraria campus
- Ability to manage several projects at once and adapt to changing priorities
- Willingness to perform research for unanswered questions
- Excellent customer service skills
- Detail-oriented
- Positive attitude
- Excellent organizational skills and ability to stay organized with many moving parts, a changing schedule, and a fast-paced work environment
- **Must be enrolled as a student at least part-time in any school on the Auraria Campus**

### **SUPERVISION:**

- This position will report to the AHEC Waste Diversion Specialist. In their absence, this position will report to the AHEC Sustainability Coordinator.

### **ABOUT US:**

The Auraria Sustainable Campus Program is the student-fee-funded, quad-institutional sustainability program for the Auraria Campus. We implement projects and programs across seven pillars of sustainability to decrease the environmental footprint of the campus. We recognize that – as a part time position during schooling – employment with us is a stepping stone for students as they work toward landing a permanent job upon graduation. We offer periodic professional development trainings and coaching to help students move toward their career goals.

Learn more about our scope of work here: <https://www.sustainableauraria.org/>.