

STUDENT POSITION DESCRIPTION

POSITION TITLE: Auraria Sustainable Campus Program Graduate Assistant

WORK UNIT: AHEC Planning

DEPARTMENT: Auraria Sustainable Campus Program

PAY RATE AT HIRE: \$20.79

APPLICATION: Accepting applications on a rolling basis but looking to hire ASAP. **Preference will be given to those who apply by April 18th at 11:59 PM.** The final application deadline will be April 28, 2024, at 11:59pm. To apply, send a resume, cover letter and any other relevant information to scp_contact@ahec.edu.

WORK HOURS: 20-25 hours per week

JOB SUMMARY:

This position is responsible for overseeing the ASCP Green Office Program (**50%** of time), assisting the Sustainability Manager with Green Events (**25%** of time) overseeing the Waste Diversion team and other administrative tasks (**25%** of time)

- The Green Office Program is designed to engage our faculty and staff with sustainability initiatives on campus such as composting, alternative transportation, energy efficiency, and more. While this program is already 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, actively recruiting new offices to join, coordinating meetings and walk-throughs for prospective office suites, and any other relevant activities.
- Green Events are those that make an effort to divert materials from the landfill and into our recycling and composting streams. This position will 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 as well as find ways to incorporate Certifiably Green Denver standards into this program to further efforts by event planners beyond waste.
- Waste Diversion Team Lead: Overseeing the Waste Diversion team will entail the supervision of 2-4 student staff. As their supervisor, this person will be responsible for tracking progress of individual and team-wide projects, delegating

tasks, scheduling shifts, conducting both team-wide and one-on-one meetings, helping with professional development, and helping relay information to and from the Sustainability Manager to the Waste Diversion team members.

- **Administrative Tasks:** Take on responsibilities delegated by the full-time professional staff; attend professional development meetings; meet with marketing team graduate assistant to increase cross-team communications; plan volunteer events such as monthly creek clean-ups; maintain current campus partnerships and foster new one; as well as other related tasks that may arise.

This position provides many opportunities for professional development in the field of sustainability. The graduate assistant position allows for opportunities such as networking, getting applicable certifications (such as LEED), pursuing personal “passion projects”, program development and management, proposing projects to a board, working with professionals in sustainability in higher education and in the greater Denver area, attending conferences and forums, and other avenues to become competitive in the workforce in the realm of sustainability and environmentalism. 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 Sustainability Manager.

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.

JOB DUTIES:

Further develop and build upon the Green Office Program including:

- Advertise the program through face-to-face engagement at tabling events
- Schedule and conduct consultations with new offices
- Maintain and revise the program as needed; recruit new offices, conduct office visits and trainings, and retain offices already involved in the program. Revise the overall program and certification standards as seen fit.

Green Events:

- Be available to work Green Events (requires some evenings and weekends)
- Manage scheduling and communications for set up, break down, and supply management
- Confidently educate various audiences on proper waste sorting practices
- Lead small team of staff and/or volunteers when necessary

Other responsibilities:

- Maintain relationships with campus partners and identify opportunities for further collaboration
- Support the rollout and expansion of the Share Meals app
- Attend weekly ASCP full team and Waste Diversion Team meetings, weekly one-on-one meeting with the Sustainability Manager, and conduct regular one-on-one meetings with members of the Waste Diversion Team
- Seek collaboration with other on-campus offices to expand audience and increase engagement with our program; serve as ASCP liaison

DESIRED QUALIFICATIONS:

- Passion for/knowledge of sustainability; existing familiarity with the ASCP's programs is a plus
- Particular interest in/knowledge of waste diversion efforts (recycling, composting, food waste, etc.)
- Interest in professional development opportunities, especially in the field(s) of environmentalism, sustainability, waste management, or related areas
- Eager to learn more about the areas of sustainability that the role pertains to
- Willingness to attend conferences, trainings, workshops, and events that focus on waste diversion and sustainability in higher education
- Verbal and written communication skills and a strong ability to build relationships; enthusiastic, upbeat, approachable, and works well with others
- Experience in a leadership/organizational role; 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 Sustainability Manager. In their absence, this position will report to the AHEC Sustainability Director.

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 steppingstone for students as they work toward landing a permanent job upon graduation. We offer periodic professional development training and coaching to help students move toward their career goals.

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