University of Massachusetts Amherst
On Campus Graduate Assistantship Vacancy Notice

Type of Appointment: Internship

Application Deadline: 11:59PM on March 24th, 2017

Job Description (No Clerical duties permitted):
Department: Residential Life – Residential Life Student Services

Residential Life is a national leader in creating a dynamic residential experience that is engaging, socially just, and promotes student learning. Residential Life offers a residential experience that supports students’ learning, personal growth, and academic achievement. We foster inclusive communities, create social and educational opportunities, and provide safe and well-maintained residences.

Title: Sustainability Coordinator for Residential Life

The Sustainability Coordinator for Residential Life Position (SCRL) is a graduate assistantship (30 hours per week) responsible for developing and implementing initiatives in the residence halls that support the sustainability leadership mission and the student learning mission of the University. The SCRL will report to the Communications and Marketing Coordinator, work closely with Residential Life staff and campus partners, and support undergraduate staff to address sustainability education needs and operational sustainability issues, particularly related to waste and recycling, but also including energy and water conservation, and building foundational sustainability knowledge as time permits.

Duties and Responsibilities

Residential Life Sustainability Education - 40% of job responsibilities (12hrs / week)

• Develop and implement educational intervention techniques for use by campus departments
• Support the Eco-Rep program manager in an advisory role
• Serve as a liaison to Residence Education and assist with development of curriculum in Residence Halls
• Collaborate with Residence Hall Association on campus wide programming efforts like RecycleMania
• Explore potential educational partnerships with the Residential Academic Program (RAP)

Reduce Landfill Trash - 30% of job responsibilities (9hrs / week)

• Serve as a member and administrative assistant for the Recycling & Waste Reduction Committee representing Residential Life and the Eco-Rep program; implement, coordinate, and oversee waste reduction initiatives in residence halls identified by the committee.
• Track and evaluate the success of waste reduction practices recommended by the recycling committee; report results on a regular basis.
• Support the administration and expansion of the New2U tag sale as a function of move-out.
• Maintain the pilot composting program in North residential area and expand to Lincoln and North Village.
• Supervise the e-waste collection at residential service desks and transport materials to the Sustainable UMass office for proper disposal.
• Develop a roadmap to “zero-waste” for ResLife.

Campus-Wide Initiatives - 25% of job responsibilities (7.5 hrs / week)

• Co-chair the CSAC Recycling & Waste Reduction Sub-Committee
• Provide leadership for eliminating/reducing compostable packaging from Dining Services facilities.
• Work with students, Residential Life facilities and services staff, and the Campus Sustainability Manager in the Physical Plant to direct, review, and transition any operations-based sustainability proposals for Residential Life.
• Provide leadership for the implementation of a Green Programming Guide for campus events.

Experience Required:
Requirements/Qualifications
• Minimum: Continued good standing as a graduate student in a degree-granting program
• Strong interpersonal communication skills and the ability to interact with a diverse population of students & staff.
• Knowledge of and commitment to University and departmental affirmative action and non-discrimination policies.
• Demonstrated experience with project management, public speaking, and delivery of training sessions.
• Proficiency and skills relating to program development, student development, and working with groups.
• Familiarity with residence hall systems and/or other education, administration or management experience.
• Some evening and weekend work required.

Preferred Qualifications
• One to two years of experience living in a residence hall system
• One year experience as a student leader in sustainability at a University or College

Additional Information:
Application Process

Send the following to lolson@umass.edu:
o Cover letter
o One-page typed resume
o Three references (name and phone #) that can evaluate your work performance in a previous position

Priority Deadline: March 24th, 2017. Applications will continue to be accepted until the position is filled.

Dates of Appointment: From 08/13/17 To 05/12/18

Hours/Wk 30 Stipend $ 25.23

How to Apply: Call ☐ In Person ☐ Submit Resume ☒

Dept. Name: Residential Life - Residential Life Student Services Contact Person: Lacey Olson

E-Mail contact: lolson@umass.edu

Bldg. Address: 235 Whitmore Phone: (413)577-2414