

University of Wisconsin  
Eau Claire

<b>Job Title:</b> Sustainability Projects Graduate Assistant (GA)	
<b>Supervisor:</b> Sustainability Coordinator, Administrative Office of Sustainability	<b>Department:</b> Risk Management, Safety, and Sustainability, Finance and Administration
<b>E-mail:</b> <a href="mailto:Strehllj@uwec.edu">Strehllj@uwec.edu</a> Lily Strehlow, Administrative Office of Sustainability	<b>Phone:</b> (715) 836-4414
<b>Start Date:</b> 06/01/2024	<b>End Date:</b> 5/31/2025
<p><b>Compensation/Schedule:</b> \$18,700 for 12-month contract, 20 hours/week, excluding federal holidays</p> <ul style="list-style-type: none"> <li>• Professional development funds available, along with a loaned laptop for school/work use.</li> <li>• Housing and meal plan (meal plan allowance may be negotiated to use as salary as an alternative).</li> <li>• Eligible for certain insurance programs through UW-Eau Claire.</li> <li>• Flexible scheduling. <ul style="list-style-type: none"> <li>○ The GA would need to prioritize time in the office when student coordinators (interns) are scheduled, as supervising undergraduates is a main component of this role.</li> <li>○ Most work will be completed during the standard work week (9a-4:30p M-F), however GAs can generally complete their work at the times that work best for them.</li> </ul> </li> <li>• Although this is listed as a one-year commitment, we hope the graduate assistant will return for a second-year appointment.</li> </ul>	
<b>About the Institution:</b>	<p>Consistently rated in the Top 10 public Midwestern universities, the University of Wisconsin-Eau Claire is one of 13 four-year public institutions within Universities of Wisconsin. Current undergraduate enrollment is approximately 10,000 students with over 60% being Wisconsin residents. Students can participate in over 80 majors in an average class size of 21. Campus Pride also ranked UWEC the Best College in Wisconsin for LGBTQ+ students. Eau Claire is located about 90 miles from the Twin Cities in Minnesota. For more information, please view the university <a href="#">website</a>.</p> <p>For more information about UWEC's sustainability initiatives, please visit <a href="http://www.uwec.edu/sustainability">www.uwec.edu/sustainability</a></p>
<b>Position Description</b>	<p>This position will serve as project manager in the Administrative Office of Sustainability, assisting with a wide variety of sustainability initiatives. This includes carbon footprint reporting, running the LEED credentialing process, hydroponics supervision, acting as a co-advisor to the Student Office of Sustainability ("SOS"), and supervising interns. Optional projects can include grant writing, building new initiatives and projects, and traveling to conferences, and more, depending on the GA's interests and availability.</p> <p>The Sustainability Projects GA will report to/work directly with the sustainability coordinator to accomplish these tasks and does not need to have a background in sustainability to be successful in this role. The GA should expect to work the full 20 hrs./week.</p> <p><b>Core Job Accountabilities:</b>  Manages and supervises four student coordinators (Interns):</p> <ul style="list-style-type: none"> <li>• Assists with hiring students for these 4 positions: <ul style="list-style-type: none"> <li>○ My Green Labs.</li> <li>○ Equity/Sustainability (in partnership with Multicultural Student Services).</li> <li>○ Data Collection Intern.</li> <li>○ Waste Reduction Intern.</li> </ul> </li> <li>• Daily supervision and goal setting, check-ins, mentoring.</li> </ul>

Manages the following projects:

- Hydroponics:
  - Learn the operation of hydroponics machines (which are designed to be easy to operate), harvest/clean during university breaks/finals.
  - Onboard and assist the Hydroponics Intern, who is expected to recruit, schedule, and train students volunteers.
  - Set up and monitor service learning for the student volunteers.
- Leadership in Energy & Environmental Design (LEED) Green Associate training:
  - Manage sign-ups for students and faculty/staff via a Qualtrics survey.
  - Coordinate exam sign up via email with campus participants.
  - Communicate with our LEED content trainer (contracted) as necessary.
  - Credential is available to GA's.
- Green Week/Month:
  - Collaborate with SOS and other offices to host events for earth month (April).
  - Set up the Goosechase competition for student participation and coordinate prizes by applying to SOS for funding.
  - Assist with setting up the State of Sustainability speaker event.
- Miscellaneous Reporting: (STARS, GHG, THE Times):
  - Sustainability Tracking Assessment and Rating System, greenhouse gas reporting, Times Higher education sustainable development reporting.
  - Work with data collection student coordinator to collect data based on frameworks created by previous GA's and students.
- Manage the Sustainable Office Certification (SOCP) program:
  - Walk participating units/offices through directions to attain bronze, silver, and gold level certification.
  - Keeping list of participants up to date using Qualtrics.
  - Visiting units/departments on campus to ensure compliance and complete certification process.

General:

- Opportunity to create new programming, attend conferences, write grants, develop media, and other skills development depending on GA interest.
- Assists the unit's efforts to achieve its vision of instilling a culture of sustainability.
- Runs the campus general query sustainability email ([sustainability@uwec.edu](mailto:sustainability@uwec.edu)).
- Assists in evaluating sustainability projects, programs, and events, making adjustments and enhancements as necessary to programming listed above and other programming.
- If able, collaborate/co-advise the Student Office of Sustainability (a Student Senate Commission), if scheduling allows.
- Serves as a liaison to internal and external stakeholders to support various unit initiatives and serves as a resource to students, staff, and the community.
- Serves as a member of the Chancellor's Advisory Council on Sustainability, if scheduling allows.

For further questions about the department, please contact director of Risk Management, Safety, and Sustainability Brian Drollinger or sustainability coordinator Lily Strehlow.