University Centers Sustainability & Student Employment Program Graduate Assistant
Job Description 2015-16

Position Responsibilities
This position assists with coordination of sustainability efforts in the University Centers and also works with the Center’s Student Employment program. Specific responsibilities include:

Position Description – Sustainability

1. Meet with supervisor weekly.
2. Attend meetings of the Joint Committee on Environmental Sustainability
3. Supervise the Green Fund Coordinator for Student Association
4. Work with students to develop sustainability programs
5. Initiate and coordinate sustainability efforts, including Green Fund requests, for University Centers
6. Work with the Dining company regarding sustainability practices and to address sustainability issues.
7. Assist with the coordination of the composting program in the dining areas
8. Assist the Dining Services graduate assistant w/the coordination of the “Midnight Breakfast” program.

Position Description - Student Employment

9. Plan/conduct the mandatory Fall Semester training sessions for all University Center’s student employees and plan/implement the orientation sessions for new student employees.
10. Develop and oversee the skill building sessions offered each semester for student employees (approx 6 sessions each semester).
11. Develop an assessment process to determine if training and skill building sessions are meeting student employee needs.
12. Oversee the student employee recognition program.
13. Develop a way for student employees to communicate with one another (ex., newsletter, blog, Facebook page, etc.).
14. Assist with the University Center’s hiring process, especially the marketing needs and application development.
15. Conduct exit interviews at the end of each semester of student employees leaving University Centers.
16. Complete annual reports as required by program.
17. Serve as engaged member of the University Centers staff by:
   a. Assisting in the implementation of University Center’s mission to provide a welcoming environment that facilitates learning opportunities, embraces diversity, and enriches the campus experience.
   b. Attending regular University Centers staff, sub-unit, and staff training meetings.
   c. Cooperating with other graduate assistants and full-time staff in University Centers and attending regular meetings with graduate staff and supervisors.
   d. Maintaining regular office hours (20 hours per week minus regular meetings)
18. Complete other administrative functions as needed.

“The University of Wisconsin-La Crosse is committed to providing equal educational and employment opportunity regardless of race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital, and parental status.”