Position Overview
The Graduate Assistant for the Office of Sustainability is primarily responsible for assisting the Director of Sustainability with the planning and implementation of Sustainability events, programs and initiatives.

Department Mission
The Office of Sustainability strives to foster collaboration across the university in support of sustainability through environmental, social, and economic responsibility. The office is a resource for the entire W&M community and engages students in the process of creating change in a manner intended to help them become leaders who will influence the world. The Office of Sustainability works synergistically with the Committee on Sustainability.

Position Type
☒ Masters Level ☒ Full-time (20 hours/week)
☐ Doctoral Level ☐ Part-time (10 hours/week)

Compensation / Benefits
• This assistantship qualifies a full-time student for the 2018-19 in-state tuition waiver.
• Total financial package = In-state tuition + $4,000 stipend

Position Elements
☒ Mostly 9 a.m. - 5 p.m. work ☒ Occasional night/evening work
☐ Frequent night/evening work ☒ Weekend work: Sometimes
☐ Hires student workers ☒ Supervises / evaluates student workers
☒ Frequent student interaction ☒ Leads training sessions for students
☒ Advises individual students ☐ Advises student organizations
☒ Budget management ☒ Event/program management
☐ Individual work space ☒ Shared work space
☒ Independent work ☐ Collaborative / group work
☐ Conference/workshop funding available ☐ May take internship at same time as GA
☐ Opportunity for committee work ☒ Opportunity for summer employment
**Job Responsibilities**
- Support the development and implementation of sustainability initiatives
- Event logistics such as timelines and scheduling space, catering, AV, etc.
- Help coordinate student leaders, faculty, staff, volunteers, and community members
- Maintain, and if needed, create, manuals and other legacy materials
- Co-advise and develop training for Office of Sustainability Interns (undergrad)
- Help guide and meet regularly with COS students
- Supervise, oversee, and attend various campus events
- Other duties as assigned

**Preferred Qualifications**
- Strong communication skills and proficiency with technology
- Ability to collaborate with others while exhibiting a high level of creative energy and flexibility
- Demonstrated ability and organizational skills to coordinate and manage concurrent processes
- Interest in interdepartmental and faculty/staff/student collaboration
- Willing to invest in and foster the growth and development of passionate and highly-devoted individuals
- Experience with sustainability initiatives and/or event planning

**Learning Outcomes**
- Further develop skillsets that promote student development, personal/professional task management, and program/event/initiative coordination
- Gain an understanding of the field of Sustainability and Higher Education

**Direct Supervisor**
Calandra Waters Lake  
Director of Sustainability  
[waterslake@wm.edu](mailto:waterslake@wm.edu)  
757-221-1605

Interested applicants are welcome to contact the supervisor with any questions.