



# WILLIAM & MARY

CHARTERED 1693

## Graduate Assistant for the Office of Sustainability Division of Strategic Initiatives & Public Affairs

### 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

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Masters Level | <input checked="" type="checkbox"/> Full-time (20 hours/week) |
| <input type="checkbox"/> Doctoral Level           | <input type="checkbox"/> Part-time (10 hours/week)            |

### Compensation / Benefits

- This assistantship qualifies a full-time student for the Virginia in-state tuition waiver.
- Total financial package = In-state tuition + \$4,000 stipend

### Position Elements

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|--|--|
| <input checked="" type="checkbox"/> Mostly 9 a.m. -5 p.m. work     | <input checked="" type="checkbox"/> Occasional night/evening work          |
| <input type="checkbox"/> Frequent night/evening work               | <input checked="" type="checkbox"/> Weekend work: Sometimes                |
| <input checked="" type="checkbox"/> Hires student workers          | <input checked="" type="checkbox"/> Supervises / evaluates student workers |
| <input checked="" type="checkbox"/> Frequent student interaction   | <input checked="" type="checkbox"/> Leads training sessions for students   |
| <input checked="" type="checkbox"/> Advises individual students    | <input type="checkbox"/> Advises student organizations                     |
| <input checked="" type="checkbox"/> Budget management              | <input checked="" type="checkbox"/> Event/program management               |
| <input checked="" type="checkbox"/> Individual work space          | <input checked="" type="checkbox"/> Shared work space                      |
| <input checked="" type="checkbox"/> Independent work               | <input checked="" type="checkbox"/> Collaborative / group work             |
| <input type="checkbox"/> Conference/workshop funding available     | <input checked="" type="checkbox"/> May take internship at same time as GA |
| <input checked="" type="checkbox"/> Opportunity for committee work | <input checked="" type="checkbox"/> 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  
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757-221-1605

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