

EcoReps Graduate Assistant *Position Description*

Job Profile

We are seeking a dynamic graduate assistant to serve as the EcoReps Program Coordinator in University Housing. The EcoReps GA is responsible for managing the day to day needs of the EcoReps program, planning meeting agendas, assisting with events, and helping the EcoReps complete major projects. The EcoReps GA will work closely with the students serving on the EcoReps Leadership Team to ensure they are fulfilling their responsibilities. The EcoReps GA will also assist the Coordinator for Environmental Sustainability (supervisor) with other Housing projects throughout the year.

About Us

The EcoReps are undergraduate, peer educators working to raise awareness about environmental issues through fun, interactive events. EcoReps also work with Sustainable Carolina, hall governments, student government and other campus organizations to make lasting, environmentally-friendly changes on campus. The EcoReps program is part of the University of South Carolina's Housing department, and supervised by the Coordinator for Environmental Sustainability.

Essential Functions

1. Assist the Coordinator of Environmental Sustainability with Move In Cardboard Recycling and Give It Up for Good, including remaining after the end of the semester for the Give It Up for Good yard sale
2. Help plan and coordinate the Southeastern EcoReps Conference
3. Plan activities, agendas and guest speakers for weekly EcoReps meetings; assist EcoReps in facilitating meetings
4. Attend EcoReps leadership team meetings
5. Mentor EcoReps in planning and hosting events in the residence halls and on campus; assist with long term projects
6. Track number of events for each EcoRep to ensure they fulfill their job responsibilities; track attendance at EcoReps events
7. Review applications and help with selection of EcoReps

Other Expectations

- Work with other Housing, Office of Sustainability, and Green Quad staff to create a sustainable education facility and work environment.
- Communicate effectively with students, faculty, staff, and community members.
- Find opportunities to collaborate with community and campus partners.
- Attend staff meetings and monthly Division of Student Affairs and Academic Support meetings
- Develop a basic knowledge of sustainability and environmental principles (no prior sustainability knowledge is necessary for this assistantship).

Qualifications

Candidates must have a bachelor's degree and have relevant experience. Candidate should be pursuing an advanced degree, preferably in Higher Education, Social Work, Public Health, Earth & Environmental Resource Management, or other related field. Candidate must demonstrate strong oral and written communication skills; strong organizational skills; ability to work both independently and on a team; and strong group facilitation skills. Knowledge and expertise related to sustainability/environmental programs and issues is not required. Candidate should have a commitment to excellence, teamwork within a diverse environment, and the ability to work with the public.

Compensation, Benefits, and Commitment

The length of service determines the Graduate Assistant salary:

- First-year Graduate Students receive \$7,500.
- Second-year Graduate Students receive \$8,000.

Tuition Assistance:

- Fall Semester - \$2,100
- Spring Semester - \$2,100
- Summer Semester (if working) - \$800

Professional Development:

- Project management experience including (but not limited to): building programs, overseeing a budget, and supervising students.
- Mentorship from Higher Education professionals.
- Opportunities for conference presentation.

Dates of Service:

Start: July 23, 2018

End: May 24, 2019 (with potential option for extension)

To Apply

Send a resume and personal statement to Laura Anne Hunt at lahunt@mailbox.sc.edu. Your personal statement should demonstrate what sets you apart from the rest; how you can operate with light supervision; how you organize your work to meet deadlines; what creative ideas you can bring to the table; what makes you tick and why you think you're a good fit. (Hint: it should relate to the position description...) Qualified applicants will be asked to come to the Columbia campus for an interview.

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