



Graduate Assistantship Available in Sustainability and the Environment

Two Academic Years 2017-2018 and 2018-2019, 9 month contracts each year with the likelihood of additional summer funding

The Northern Arizona University Environmental Caucus seeks applicants for their Graduate Assistantship position. This is a full assistantship (work 20 hours per week, with full tuition remission and insurance coverage). The assistantship salary will match the salary of a full assistantship in the academic program in which the student is enrolled. The successful candidate will be an NAU graduate degree candidate in a field directly related to sustainability and the environment, and should be available for academic years 2017-18 and 2018-19.

The Environmental Caucus facilitates creative and strategic communication across campus to advance the institutional commitment to sustainability and to promote education, research, and collaboration on the environment.

Supervisor: Chair of the Environmental Caucus

Application Deadline: **March 10, 2017**. Please apply immediately, the position is open until filled.

Number of Hours a Week: 20 hours, flexible schedule

Total number of Weeks: 30 for the academic year, but funding may be available for some summer support.

Job Description: This person will provide logistical support to the chair and steering committee of NAU's Environmental Caucus and participate in monthly steering committee and caucus meetings.

GA Job Description Duties:

1. Update Green NAU blog weekly
2. Create original content for Green NAU blog based campus sustainability activities
3. Continued support and updates to Green NAU websites
4. Coordinate Earth week's Sustainability Awards
5. Help organize guest speakers
6. Support Green Jacks (Student Environmental Caucus) work & activities
7. Coordinate and advertise Environmental Caucus events, lectures, and outreach activities
8. Maintain Environmental Caucus listserv; manage meeting reminders and announcements
9. Schedule Caucus meetings and activities and take meeting notes
10. Assist in Sustainability Leadership Awards process and other Earth Week activities
11. Participate in faculty, staff, and student meetings as a representative of the Caucus
12. Develop and initiate new projects in coordination with Caucus Chair and Associate Chair

13. Interact and partner with student organizations
14. Write or co-write proposals for funding and sponsorships
15. Communication:
 - a. Maintain Environmental Caucus and Green NAU email and respond to EC and Green NAU questions, suggestions, concerns, announcement, etc.
 - b. Write weekly EC updates/emails
 - c. Communicate with ECSC, chair & co-chair regularly
 - d. Communicate with EC presenters
 - e. Maintain and build new communication with campus and community partners

Special skills required:

- Excellent skills in writing and verbal communication.
- Experience with networking and organizational management.
- Passion for environmental issues, sustainability, education, and communication.
- Excellent social skills and adept at working in a diverse environment with faculty, staff, students and administrators from a variety of backgrounds.
- Must be currently enrolled in a graduate program at NAU or have committed to enroll in a graduate program starting in the fall, 2015.
- Must be able to manage multiple projects with various due dates and schedules.

Preferred skills:

- Experience working with WordPress BLOG
- Experience working with Social media
- Experience working with Web-site management systems (ex: CMS, Dreamweaver)
- Experience working with Photoshop
- Preference will be given to candidates who are interested in a 2-year position - completing Graduate coursework in Spring 2019

Please send letter of interest in the position and resume or curriculum vitae by email to: EnvironmentalCaucus@nau.edu

Projects and programs that previous Graduate Assistants have completed:

- Careers With Impact - a networking event between students and professionals
- Bringing high profile speakers to campus - Dr. Vandana Shiva, Chad Pregracke, Joe Romm, etc.
- Earth Hour - Scheduled and coordinated the event
- Orientation - Tabling at freshman orientation and promoting Green NAU and the Environmental Caucus to new incoming students and their families

For more information about the Environmental Caucus please visit:

<http://nau.edu/Environmental-Caucus/>