

## Graduate Assistant, Office of Sustainability

Graduate assistants (GA) are graduate students who provide academic and/or program support. Graduate assistants receive a monthly stipend, tuition assistance, and a health insurance subsidy (that is available for the university-sponsored health insurance plan).

This graduate assistant position is housed in the Facilities Department's Office of Sustainability located at Virginia Tech's main Blacksburg campus. The GA reports to the Sustainability Program Manager. This is a 9 month, 20-hour/week position.

Interested individuals should submit a cover letter, resume, and four short essay questions at [https://virginiatech.qualtrics.com/SE/?SID=SV\\_6D0xQ8tqjEhJBHv&Q\\_JFE=0](https://virginiatech.qualtrics.com/SE/?SID=SV_6D0xQ8tqjEhJBHv&Q_JFE=0). For full consideration, applications should be submitted before **5:00 p.m. on Friday, March 31**.

### Qualifications:

- Must be accepted into Virginia Tech's Graduate School in a sustainability-related program.
- Must have previous work experience and/or extracurricular activities experience in fields relating to sustainability.
- Must have a passion for the environment and sustainability planning.

### Preferred Requirements:

- Undergraduate degree in a sustainability-related program.
- Leadership experience in a sustainability-related field.
- Served as a sustainability intern with the Office of Sustainability.

### Responsibilities Will Include:

- 1. Internship Program Support:** Assist the Campus Sustainability Planner in oversight of the undergraduate student internship program by coordinating semester orientation sessions, professional development workshops, field trips, and related events. Assist in fostering partnerships across campus to help support the internship program.
- 2. Operations Support:** Assist the Sustainability Program Manager and the Campus Sustainability Planner with the coordination and organization of sustainability events including, but not limited to, Sustainability Week, Green RFP Program, Residence Hall Energy Competition, Gobblerfest, Earth Week, and Ytoss to engage students, faculty, staff, and the community through education and involvement to make more sustainable lifestyle choices on campus and the surrounding community. The Graduate Assistant will also have the opportunity to develop unique programs and projects that align with the Office of Sustainability's mission and goals.
- 3. STARS Support:** Assist the Sustainability Program Manager in the collection of data and the management of the Sustainability Tracking, Assessment and Rating System (STARS) program. Primary duty to enter data and information into the online STARS reporting tool for the 70 topical areas (credits). STARS is nationally recognized as the premier online reporting tool to track sustainability progress.

4. **Sustainability Annual Report Support:** Assist the Sustainability Program Manager and the Campus Sustainability Planner in the collection of data and the management of the annual report database. Work with the Division of Administrative Services' communication department in designing the annual report.
5. **Energy & Sustainability Committee Support:** Provide staff administrative support to the Energy & Sustainability Committee (a University governance system) to include PowerPoint presentation coordination, room setup, handout productions, etc.
6. **Chair the Sustainability Student Forums:** Lead the bi-semester meetings with the student leadership of sustainability organizations (student groups) to help plan and implement collaborative sustainability-related events, particularly in support of Earth Week.
7. **Implement the Green Graduates of Virginia Tech program:** The graduation pledge is a sustainability pledge that all graduating students are encouraged to sign. The Graduate Assistant is responsible for advertising and promoting this pledge and for then determining the best way to distribute the green cords.

**Assistantship Eligibility Requirements as established by the Graduate School:**

- Must be enrolled in 12-18 credit hours
- Maintain a 3.0 GPA to hold assistantships; departmental requirements may be higher.
- Make satisfactory progress toward degree as defined by academic departments and the Graduate School
- Meet requirements to be eligible for employment in the U.S.