

GRADUATE ASSISTANT
ANNOUNCEMENT OF VACANCY

POSITION: Green Representative Coordinator: Responsible for coordinating the SUNY Cortland Green Rep Program and fostering the mission of the program which is to inspire sustainable lifestyles through peer to peer environmental education programs that will ultimately contribute to a more eco-friendly and sustainable campus. The position leads a team of eighteen Green Reps per semester with one Green Rep for each residence hall including West Campus Apartments and two Green Reps that do campus wide programming. These Green Reps educate our residents and campus community by creating educational resources for the halls such as bulletin boards, hosting themed programs, and collaborating with various offices such as Facilities Operations and Services to create campus wide events each semester!

QUALIFICATIONS:

- REQUIRED:
 - *Acceptance into SUNY Cortland graduate program in (list acceptable programs):*

- DESIRED:
 - Previous experience with sustainability initiatives
 - Previous experience supervising and/or working with college age students

RELATION TO EDUCATIONAL PROGRAM: (Provide a statement outlining how this specific graduate assistantship contributes to the student's educational program.)

RESPONSIBILITIES:

- Direct supervision of 18 student Green Reps
- Bi-weekly 1:1 meetings with each of the Green Reps
- Conduct monthly staff meetings
- Planning and oversight of a three day Green Rep training in August and January, including the Green Rep service project
- Attend some Green Rep programs and help facilitate the Green Rep campus wide program
- Hold Green Reps accountable to their job requirements, utilizing the Green Rep coaching process
- Maintenance and updating of the Green Rep website, blog, and other social media outlets
- Spearheading the Green Rep hiring process with the Green Rep Advisor

SALARY: \$7,000 for the academic year and 6 credits of tuition support per semester

APPLICATION: Completed applications with references must be received by the Graduate Admissions Office, SUNY Cortland, Miller Building, Room 106, Cortland, NY 13045 or at graduate.admissions@cortland.edu . Late applications will be accepted until the position is filled.

SUNY Cortland is an AA/EEO/ADA employer