

## 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 sixteen Green Reps per semester with one Green Rep for each residence hall including West Campus Apartments. These Green Reps educate our residents and campus community by creating educational resources for the halls such as bulletin boards, hosting themed programs in the residence halls, 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*
- DESIRED:
  - Previous experience with sustainability initiatives
  - Previous experience supervising and/or working with college age students

***RELATION TO EDUCATIONAL PROGRAM: This is a great opportunity to gain supervisory skills, oversee and plan programs/events including maintaining a budget, work with various campus partners on programming and sustainable initiatives, and continue the campus progress in creating a sustainable future.***

#### RESPONSIBILITIES:

- Direct supervision of 16 student Green Reps
- Bi-weekly 1:1 meeting with each of the Green Reps
- Conduct bi-weekly 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 if necessary
- 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
- Serve on the Student Affairs Sustainability Committee

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, PO Box 2000, Cortland, NY 13045. Applications will be accepted until the position is filled.