



We are now seeking applications for the UK Sustainability Programming Coordinator. This position is a graduate assistant within the Office of Sustainability and is funded for the next two academic years.

How to apply

Please submit a cover letter and resume to Jennifer Sutton at jenniferdai14@uky.edu. Your cover letter should address why you are interested in this position and how your experience aligns with the duties and expectations described below.

Requirements

- Pursuing a graduate degree at the University of Kentucky
- Able to dedicate 20 hours per week to the Office of Sustainability

We are seeking candidates who demonstrate the following:

- An interest and/or experience in sustainability in higher education
- A desire and ability to mentor undergraduate students
- The ability to think strategically
- Time management and organizational skills
- Strong written and verbal communication
- Plans to be enrolled as a graduate student for 2020-2021 and 2021-2022

Benefits and Compensation

- In-state tuition and fees*
- Student Health Insurance
- Stipend

Responsibilities

The graduate assistantship will be a ten month appointment requiring 20 hours of work per week. This position will report directly to the University's Sustainability Officer and the primary duties will involve assisting with the Student Sustainability Council, wherein 50% of the time will be dedicated to the Student Sustainability Council and 50% of the time will be dedicated to the Office of Sustainability.

Specific duties for the SSC:

- Assisting SSC staff advisor with all administrative aspects of council operations, including financial management, administrative paperwork, meeting facilitation, project/post-award follow-up and evaluation.

- Attending director meetings, general SSC meetings, and committee meetings as needed.
- Researching different student fee distribution models as well as student sustainability structures. As the SSC increases its funding capacity, it is useful to explore all options to maximize council efficiency and distributing capabilities.
- Managing the SSC webpage. This will include receiving regular website updates from the Director of Outreach, making subsequent edits and revisions. The graduate assistant will also research and highlight previous projects that have been funded and meetings that have taken place in the past 3 or 4 years.
- Creating and executing a promotions and outreach strategic plan in conjunction with the Director of Outreach. This is to ensure year-to-year continuity and to increase the number of proposals received and increase the dollar amount requested.

Specific duties for the Office of Sustainability:

- Oversee the Student Sustainability Internship Program with the goal to make the experience more meaningful for the interns. This would include designing and implementing monthly cohort meetings while serving as a dedicated point-of-contact for contact for both the interns and mentors. It would also include creating an evaluation tool for the program and reporting/promoting the individual projects.
- Manage campus and community-wide promotions and outreach. This includes developing the website, promoting projects, managing listservs, etc.
- General support to the Office of Sustainability as well as assisting with the administrative functions of the office.

*At this point, the funding available for this position will cover in-state tuition. We are seeking out-of-state tuition support from the Graduate School in the event that the preferred candidate is an out-of-state student. As of 3/12/2020, we have not received confirmation of this support. Therefore, if an out-of-state student accepts this position, they would be responsible for paying the difference between in-state and out-of-state tuition. For more information on UK's tuition and fees please visit: . <https://www.uky.edu/financialaid/tuition-and-fees>