Graduate Assistantship

Position Title
Office for Sustainability Graduate Assistant

Description
The Western Michigan University Office for Sustainability (OfS) is seeking a Graduate Assistant (GA) to assist the OfS Leadership Team with data collection and storytelling about campus-wide sustainability actions.

Key Responsibilities
- Review existing WMU campus sustainability practices, records, and summary reports.
- Institutionalize annual campus data collection methodology, so that WMU can continuously collect, track, and publicly report the advancement of sustainability and the pursuit of carbon neutrality.
- Assemble data-rich information and student-generated infographics into approachable, compelling stories for all media platforms about WMU’s sustainability efforts and long-term progress.
- Maintain positive and supportive relationships with campus sustainability reporting contacts and experts.
- Other duties as assigned.

Minimum Qualifications
- Enrolled as a Resident in a WMU graduate level program Fall 2019 and Spring 2020 in good academic standing.
- Strong interpersonal, verbal, and written communication skills.
- Excellent decision making, digital content organization, and problem-solving skills.

Desired Qualifications
- Demonstrated commitment to advancing diversity and inclusion.
- Passion for turning technical information and student-generated infographics into awesome stories.
- Demonstrated commitment to advancing sustainability on campus and beyond.

The Office for Sustainability assists WMU in meeting its sustainability commitments by creating a culture of sustainability and developing sustainability leaders throughout campus in order to continuously improve our policies and practices. A key commitment includes achieving carbon neutrality by the year 2065. Specific action areas include academic engagement, greenhouse gas emissions, energy, composting research, transportation, community sustainability incubation, and community resilience.

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Note: This description indicates the general nature and level of work performed by employees in the above job. It is not intended to be a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.
**Hours and Compensation**

This Assistantship is “half-time” at 10 hours per week during Fall 2019 and Spring 2019 semesters. Financial support is limited to enrolled (minimum 6 credit hours each semester) WMU graduate students and is available for Academic Year 2019/2020 during Fall and Spring (no summer support). Tuition support is available at the standard in-state level (4.5 credit hours each semester).

**Start Date:**
Beginning of Fall 2019 semester.

**To Apply:**
1. Complete the application materials found here: [http://www.wmich.edu/sustainability/opportunities/graduate-doctoral-assistantships](http://www.wmich.edu/sustainability/opportunities/graduate-doctoral-assistantships)
2. Email application materials to wmu-sustainability@wmich.edu or send hard copies to 1903 W Michigan Ave, Kalamazoo, MI 49008-5286.
3. We are interviewing qualified candidates on a rolling basis beginning April 22. The position will remain open until filled.

**WMU Equal Opportunity Statement**
Western Michigan University, an equal opportunity employer, complies with applicable federal and state laws and University policies prohibiting discrimination and harassment.

**WMU Nondiscrimination Policy**
Western Michigan University prohibits discrimination or harassment which violates the law or which constitutes inappropriate or unprofessional limitation of employment opportunity, University facility access, or participation in University activities, on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, protected veteran status, height, weight, or marital status. *(Revised April 2006)*

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