The University of Houston Office of Sustainability is seeking a graduate student who is currently attending UH’s central campus to work part-time in the office. The **graduate assistant** will collect data and compile reports, assist in managing undergraduate student staff, research funding opportunities, as well as execute outreach activities and general tasks for the Office of Sustainability.

**Education requirements:** Part-time or full-time graduate student (certificate, masters or PhD) at the University of Houston central campus.

**Skills and qualifications:**
- Excellent writing ability and communication skills
- Interest in sustainability or desire to learn more
- Self-motivated and capable of executing goals without assistance
- Sets objectives and develops plans when completing tasks and projects
- Personable and willing to engage people at UH and in the surrounding communities
- Comfortable in a leadership position
- Microsoft Office Suite capabilities
**Preferred experience:**
- Working in an office environment
- Leading projects and teams
- Fundraising and/or grant writing
- Communicating with key stakeholders at a university
- Developing policies or student government
- Collecting data and information using a variety of methods
- Implementing outreach programs and/or coordinating events and managing budgets

**Job duties (role specific):**
1. Lead data collection for the Sustainability Tracking, Assessment and Rating System from AASHE.
2. Assist program manager in supervising other student staff and general duties.
3. Research sustainability programs at other universities.
4. Research funding opportunities.
5. Write new policies and develop grant proposals.
6. Help develop strategic plan for campus sustainability.
7. Coordinate and lead outreach programs.
8. Communicate with key stakeholders (faculty, staff and students) on campus and outside groups.
9. Other duties as assigned.
Job duties (office specific):
1. Hold educational tablings at UH events and orientations as well as at outreach events in the Houston area.
2. Provide operational support to the Office of Sustainability and other Auxiliary Service programs.
3. Conduct location scouting for recycling and sustainability improvements.
4. Help with promotional materials (creating, posting, laminating, cutting, folding, etc.).
5. Input and analyze data.
6. Attend weekly student sustainability team meetings.
7. Other outreach and office-related tasks as assigned.

Environmental conditions and physical effort: Work mostly in an office environment. Exposed to some weather conditions (heat, rain, etc.) occasionally. Must be able to lift 40 pounds.

Pay: $12 per hour

Additional information: Flexible schedules are granted based on the student’s course and extracurricular commitments. Full-time students cannot exceed 20 hours a week while class is in session; however, you may work 40 hours a week during winter, summer and spring breaks. You must work a minimum of 10 hours every week—20 hours per week is preferred—unless vacation or sick time has been requested. A background check is required.

To apply: Email Melissa Halstead at mjhalste@central.uh.edu with your resume, three references, and a cover letter expressing interest in the position and highlighting your qualifications. Learn more about UH sustainability at www.uh.edu/sustainability.