Graduate Assistant Sustainability Coordinator
Position Description

Role of the Graduate Assistant Sustainability Coordinator
The Graduate Assistant Sustainability Coordinator (GASC) will specialize in Sustainability for Residence Life. The GASC is required to hold twenty office contact hours and is responsible for evening and weekend commitments through coordination and implementation, special projects, and other assigned duties. GASC will work with Registered Student Organizations, Departments, and External Clients on a case-by-case basis to plan and manage sustainability initiatives. GASC will also collaborate with campus partners such as Utilities & Energy Services, Environmental Health and Safety, Transportation Services, Residence Life Business Services, and Student Activities to ensure risk management procedures and university policies and procedures are followed. The Graduate Assistant Sustainability Coordinator is supervised by the Director of Administrative & Support Services.

Learning Outcomes
- Communication
  - Demonstrate appropriate professional communication skills
- Collaboration/Teamwork
  - Develop collaborative working relationships with internal and external entities to meet stakeholder needs
- Logistics & Scheduling
  - Demonstrate effective administrative skills to effectively plan and implement sustainability programming

Qualifications
- Admitted to a graduate degree program at Texas A&M University prior to appointment
- Excellent oral (one-on-one and public speaking) and written communication skills
- Skills in the areas of: critical thinking, team building, initiative, and leadership
- Available to work a full academic year (August through May)
- Ability to designate approximately 15-20 hours per week to complete activities, meet with supervisor, & attend meetings
- Prior experience or passion for working with sustainability and conservation efforts
- Prior experience or passion for researching sustainability, generating reports, and presenting information to various constituents
- Willingness to learn about all aspects of sustainability as it relates to on campus housing
- Possess ability to work with different departments and personalities
- Preferred: Previous residence hall experience or related student affairs leadership experience
- Preferred: Background with working with student organizations as an active or executive member
- Preferred: Experience in grant writing and managing grant projects

Terms of Employment
Graduate Assistant Sustainability Coordinator must:
- Be enrolled in a minimum of nine credit hours or a maximum of twelve credit hours of study for each fall or spring semester
- Remain enrolled as a full time student
- Gain supervisor approval for any exceptions to course load prior to registration
- Maintain a 3.0 cumulative and a 2.65 semester grade point ratio throughout the term of employment
- May not hold any other assistantship, fellowship, student teaching, or on campus employment

Terms of Appointment and Remuneration
- Initial appointment for the Graduate Assistant Sustainability Coordinator will be for a period of nine months (August- May). Appointments for one semester are discouraged and will be offered only if other qualified applicants are not available for the full academic year. Additionally, the Graduate Assistant Sustainability Coordinator will be required to go through the Employment Renewal Process in order to be considered for employment for the next year.
- The compensation package for Graduate Assistant Sustainability Coordinator includes a nine month contract with an hourly wage of $12.65, and 20 hours per week (pending budget approval) and up to $600 for professional development (pending approval). This position is also eligible for participation in the Texas A&M University System employee insurance programs and will qualify for the employer contribution to help offset the cost of insurance the first of the month following a 60-day waiting period from your date of hire. You must make your benefit selections within the first 60-days to avoid being placed in the default insurance plan which is the A&M Care Plan. When you make your selections, you may choose to immediately enroll in a Texas A&M

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University System sponsored insurance plan, provided you pay the full cost of premiums or you may defer enrollment until your employer contribution date. In order to receive health benefits, graduate students must be enrolled in a minimum of nine hours during each of the fall and spring semesters. In order to maintain benefits eligibility over the summer, the Graduate Assistant Sustainability Coordinator must be expected to return as a full-time student and in the same capacity in the fall.

- The Graduate Assistant Sustainability Coordinator benefits package also includes resident tuition payments for full-time Graduate Students registered for up to 12 per fall and spring semester (a total of 24 hours) for those with 9 month contracts beginning in September 1 and ending May 31 each year. For those whose contracts are extended for a full fiscal year fiscal year from September 1 – August 31, a total of 24 hours for Fall, Spring, and Summer semester combined will be available. For those beginning their contract with the spring semester, up to a total of 12 hours for the spring semester and summer semester combined will be available. In order to be eligible to utilize the tuition benefit during the summer semester, you must be in an active employed status with the department of Residence Life. For those who are out of state students, the Department of Residence Life requires the student to submit a waiver in order to qualify for the in state tuition rate. The resident tuition payment benefit is not included for registered Graduate Students system-wide such as other TAMU campuses or agencies. Graduate Students terminated for cause will have a pro-rated amount of the tuition payment reversed from the student’s account based on the actual number of days worked by the student. The compensation and benefits packages for this position will be pending budget approval.

  Effective January 1, 2015, an employee may have a potential tax liability for Graduate Tuition Waivers received that exceed $5,250 over the course of a calendar year. Under the Internal Revenue Code Section 127, all Graduate Tuition and Fee Waivers received by an employee in excess of $5,250 in a calendar year is taxable unless an exemption is allowed under the Internal Revenue Code. For more information about taxing these waivers and the exceptions, you can go to http://payroll.tamu.edu/tax/graduate-tuition-waiver-taxation/.

**The benefits package offered for this position is to be accepted as written or forfeited. The benefits package is not transferrable or redeemable for cash.**

**Responsibilities**

**Manage Aggie Green Fund projects and pursue other funding options/opportunities:**
- Lead the submission of grants: gather ideas, write the grant, and meet the deadlines
- Research grant opportunities and develop a grant information file
- Assist students who are submitting Aggie Green Fund grants with the application, submission, and management of those grants
- Report on grants: performance scorecards; program summaries; and maintain the accounting on grants

**Engage On Campus Students with Sustainability Initiatives (Education, Outreach & Service Opportunities)**
- Share in the advising of the Aggie Eco Reps (Peer facilitators for promoting sustainability initiatives and education in the residence halls): meetings, travel, activities/programming, selection and training
- Coordinate sustainability initiatives for Move-In/Out (Donate, Don't Dump and Grocery Give & Grab)
- Assist in the creation and facilitation of a sustainability curriculum for peer educators
- Coordinate the Sustainability Challenge (fall) and ongoing challenge initiatives, such as:
  - Establish/maintain community partnerships; gain sponsorships from local businesses
  - Manage the Trex Plastic Film Recycling Challenge
- Manage the U-Challenge in collaboration with Utilities and Energy Services
- Educate students about current opportunities for sustainability on campus
- Create meaningful assessment of departmental sustainability efforts for future growth and survey students’ sustainability knowledge and behaviors
- Market the efforts of the department locally and in professional association press
- Support the implementation of, and assist in managing, a sustainability-focused living learning program
- Assist in managing communication and gathering resources relating to sustainability for on-campus students
- Design & Implement outreach-internal and external (education about initiatives, commitments, values)
  - Media: Stories; Graphics; Photos; Website/social media; and New Student Conference Presentation Slide(s)
  - Passive education: Stickers; art
  - Campus Resource Tables (Campus Sustainability Day, Texas Recycles Day, Earth Day)

**Administrative**
- Exercise good time management skills in order to balance administrative duties with academic and personal responsibilities
  - Maintain weekly office hours
- Assist individuals/groups with sustainability activity management and planning of upcoming programs and events
- Meet all administrative deadlines, as directed by your Supervisor
  - Submit necessary reports to your Supervisor in a timely manner
- Maintain accurate records as directed by your Supervisor. Immediately communicate changes to your Supervisor.

**Support and enforce area, departmental, and university policies and procedures**
As an integral member of the Department of Residence Life, the Graduate Assistant Sustainability Coordinator is expected to support and enforce all University policies, procedures, and regulations. Specifically, the Graduate Assistant Sustainability Coordinator should:
- Abide by all University and Departmental policies
- Communicate with your Supervisor regularly on policy concerns of staff and students
Accountability Policy

You will be held accountable for your actions or lack thereof, including both positive and negative actions. It is important to follow all rules, policies, and expectations of the position you have accepted. The following policy outlines some, but not all, accountability measures. Additionally, this policy outlines a progressive discipline and accountability model that an employee would typically follow given some of the examples in this policy. However, the severity of the situation or behavior of the employee may warrant immediate progression to a more severe measure, up to and including termination, without having been provided a lesser measure previously. The severity of the measure will be determined by the supervisor in consultation with the HR Coordinator, if necessary.

NOTES
The supervisor will keep notes on each staff member regarding his or her performance throughout the year. These notes will be used to praise good work, address concerns, and to provide an accurate representation of the employee’s performance on the annual evaluation. You may request to see your notes at any point. These notes may be kept in a variety of formats.

WARNING
A Warning may be issued by the supervisor as necessary for violating job responsibilities/expectations and/or policies. This is a reminder which will state the reason for the Warning. Note of this Warning will be documented within your Notes for future reference. Some actions that could result in a Warning include but are not limited to: 1st time being late to a shift or leaving early without approval of the supervisor, 1st time failing to complete job responsibilities during a shift, 1st time having a visitor at the desk without approval, etc.

REPRIMAND
A Reprimand is a memo or form that states the specific inappropriate actions or decisions, will include specific, quantifiable expectations for improved performance, and a specified time period for significant improvement to be made. If no significant improvements are seen within the specified period, Termination or Probation may result. This Reprimand may include a probationary period with the expectation of marked improved performance. A copy of the Reprimand will be provided to you and a copy will be placed in your personnel file. Some actions that could result in a Reprimand include but are not limited to: your 2nd time being late to a shift or leaving early without the approval of the supervisor, your 2nd time having a visitor at the desk without approval, your 1st time missing a shift, repeating behaviors that resulted in a Warning, etc.

PROBATION
A period of time determined by the supervisor based upon the severity of the situation, during which your performance will be monitored for marked improvement. This will include a letter or form provided to you and placed in your personnel file that outlines the specific inappropriate actions or decisions. Some actions that could result in Probation include but are not limited to: your 3rd time being late to a shift or leaving early without the approval of the supervisor, your 3rd time having a visitor at the desk without approval, your 2nd missed shift, repeating behaviors that resulted in a Reprimand, falling below the required GPR, etc.

TERMINATION
Depending on the severity of the issue, Termination typically comes as a final solution after multiple infractions, though it can occur immediately, without any or all of the above actions. Some actions that could result in Termination include but are not limited to: your 4th time being late to a shift or leaving early without the approval of the supervisor, your 3rd missed shift, insubordination while on probation, risking the safety and security of students in the space, inappropriately using keys and/or equipment, repeating behaviors that resulted in Probation, etc.

Create meaningful assessment of departmental sustainability efforts for future growth
• Assist in the presentation of sustainability efforts at Departmental meetings
• Assist with green office certification process
• Complete relevant trainings for departmental staff on sustainability efforts.