



## **Sustainability Coordinator Graduate Assistantship**

In conjunction with Iowa State University's Live Green Initiative, the Director of Sustainability is seeking a graduate student interested in the opportunity to assist in the coordination of sustainability projects and initiatives at Iowa State University.

### **Position Description:**

Specifically, this position will act as an assistant to the Director of Sustainability and be given various responsibilities related to the implementation and completion of various sustainability activities, events, projects, and initiatives with which the Director is currently involved.

This position pays a semester stipend of \$10,000 (fall and spring) and \$7,000 (summer). The Sustainability Coordinator will report directly to the Director of Sustainability. Preferred time commitment for this position is 20 hours/week but can be negotiated. Preferred length of assistantship is 12 months, August through August, (specific dates and length negotiable). Opportunity for multiple-year position.

### **Position Responsibilities:**

- Project and initiative research and management
- Event planning and management
- Development and oversight of marketing and communication materials
- Social media review and development
- Updating and development components of the Live Green! website
- Representing Live Green! at meetings and events
- Responding to requests for information and resources
- Mentoring and supporting interns

### **Position Qualifications:**

- Must be enrolled as a graduate student at Iowa State University.
- Must have experience that demonstrates an understanding and working application with design, marketing and communication programs, techniques and products (including Illustrator, Photoshop, Adobe Creative Suite, Constant Contact, Drupal and accessibility platforms).
- Must have experience with coordinating large- and small-scale events.
- Must have experience providing oversight, guidance and support to college and university students.
- Experience working with sustainability education and engagement in a college or university setting is preferred.

- Experience with event tabling and representing organizations at a variety of events and dialogues is preferred.

**To Apply: Email a cover letter, resume, two writing samples, two design samples and three references to:**

Samantha Martin, [smartin@iastate.edu](mailto:smartin@iastate.edu)

**Application Deadline – March 22, 2024 at 5:00 p.m.**

**Direct questions to:**

Merry Rankin, Director of Sustainability, 515-294-5052, [mrain@iastate.edu](mailto:mrain@iastate.edu)

Noah Weber, Sustainability Coordinator, [nrweber@iastate.edu](mailto:nrweber@iastate.edu)