



Sustainability Office
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Graduate Assistant (GA), Sustainability & Special Events Job Description (2024)

Position Summary: Year-round, part time position (20 hours per week) that reports to the Director of Sustainability & Special Events. This position works to create, promote and manage and support events around green initiatives at Rider University as well as Rider Commencement. This position is also responsible for oversight of student Eco-Reps and working with student groups and various departments on campus as well as organizations that are off campus. The Graduate Assistant for Sustainability & Special Events must be passionate about environmental issues and have a desire to educate students and others on this topic as well as a desire to work toward Rider University's Carbon reduction goals.

Specific responsibilities include:

- Organize, coordinate and market events that support the university's goals as they relate to sustainability.
- Communicate with students, faculty and staff to raise awareness and generate support of Rider's green initiatives.
- Plan, organize and coordinate with external vendors and internal groups for the successful execution of sustainability events
- Assist with budget planning and management and expense reporting
- Assist with supervision and evaluation of the student Eco-Reps
- Organize and execute training for the Eco-Reps
- Coordinate student Eco-Rep schedules and manage weekly assignments
- Coordination of various sustainability events in the fall and spring semesters whether in-person or virtual
- Work with the Eco-Reps to oversee the Rider Green Team
- Initiate and maintain a presence within other student groups in order to generate further participation in sustainability events and efforts
- Create signage, advertisements, social media presence, quarterly newsletter and other means of communication for sustainability efforts and events
- Maintain supply inventories for events and information sessions
- Assist in updating the Broncs Go Green web pages
- Assist in tracking and reporting information needed for Greenhouse Gas Emissions Inventory, Princeton Review Survey and other institution reports including information provided by building energy meters
- Attend all Energy and Sustainability Steering Committee and Eco-Rep meetings. Supply the agendas and minutes for the Eco-Reps meetings
- Attend off campus meetings and one-day conferences with a Sustainability theme as a representative of Rider University as required and available
- Assist with the planning of and day of work for the Commencement ceremonies
- Perform other duties as outlined by the Director of Sustainability