

Graduate Lead Job Descriptions

Student Development Graduate Fellow , Center for Sustainability

Summary Job Description

The University of Denver's Center for Sustainability is excited to announce a part-time Graduate Student Development Fellow to assist with managing the Sustainability Internship Program considered to be one of the top experiential and holistic learning opportunities for students at DU- and to help develop and oversee a second-year sustainability themed housing block in the residence halls. Graduate student involvement in this program focuses on three main areas, including: 1) leadership in undergraduate student learning and development; 2) interest and dedication to applying and supporting sustainability best practices in an operational area on campus; 3) involvement in broader city and regional efforts around that operational area. Applicants for these positions are expected to demonstrate interest, knowledge and/or expertise in each of these areas.

The qualified candidate will demonstrate experience, knowledge, interest, and leadership in projects related to student development, professional and leadership skills training, learning assessment, as well as a desire to work closely with undergraduate students working across all areas of sustainability including food and gardens, mobility, waste, energy, and marketing and communications. Additionally, the qualified candidate will have the drive to engage in projects at the city, state, and national level, through professional organizations and advisory groups.

The Center for Sustainability provides a link between the curriculum, community, and operational sustainability practices, engaging students and classes in applied, authentic projects that develop skills in leadership, project management, data collection and analysis, and reporting. This position works closely with the Sustainability Coordinator to manage the Center for Sustainability's holistic student internship program, including planning and providing professional skills, sustainability, and leadership trainings, assessment of student learning outcomes, and scheduling and logistics. This position partners closely with Career Services, Housing and Residential Education, Campus Life and Inclusive Excellence, and other campus partners. Research and reporting duties will include the

development and piloting of learning assessment tools and annual program reports. This position will provide opportunities for leadership training and organizational planning and development, and includes the possibility of presenting annually at national conferences.

Required Qualifications

- Bachelor's Degree
- 1 year project management experience, preferably in Higher Education
- Strong understanding and interest in broad issues in student development, professional leadership development, higher education, and experiential learning at the campus, city, and regional level, as well as national trends
- Experience working with students and/or working with multiple stakeholders on complex projects; collaborating and problem-solving
- Strong communication skills, written and oral; multi-tasking; office management and budgeting; adept at MS Word, Excel, PowerPoint, etc.
- Team player: Ability to work collaboratively with students, staff, faculty, and community members, especially when working with student leaders who may have recently been peers.
- Previous experience in mobility planning and/or sustainable transportation is a plus, but not required.

Compensation/Benefits

- 20-25 hours per week; Periodic nights and weekends required
- Hourly pay: Competitive

Essential Duties and Responsibilities

Student Development: Work closely with the Sustainability Program Coordinator to create a series of trainings, assessments, and artifacts that work to develop student employees into creative, innovative, and passionate sustainability leaders and track students' progress towards defined learning outcomes. Assist other graduate leads with developing workshops and training to do with their teams to improve student learning, participation, and satisfaction. Work collaboratively with Housing and Residence Education to develop a sustainability themed housing program structured similarly to other themed housing on campus. Work with undergraduate program leads to

collaboratively organize, lead, plan, manage, and subordinate programs that engage students, faculty, and staff in increasing participation in sustainable living best practices options, and support campus and community operations in ways that enhance student leadership.

Program Development: Work with the Sustainability Program Coordinator to create a program handbook for the Sustainability Internship Program that outlines the learning outcomes, training schedules, assessment tools, and artifact creation. Create a program handbook for the Sustainability Themed Housing that outlines learning outcomes, workshops, field trips, assessment, and programming. Collaborate with other graduate leads to assess and improve current programs and events within the Center for Sustainability. Assist with creating marketing and communications materials that help to tell the collective story of students participating in the internship program and Center for Sustainability achievements, while working to recruit new students to the program.

Community Engagement: Become a liaison between the Center for Sustainability and Campus Life and Inclusive Excellence, The Office of the Provost, Housing and Residential Education, Facilities, Custodial, Sodexo, Career Services, Marketing and Communication and other campus and community partners. Assist with organizing classes and trainings for the community, help at orientations.

Reporting Provide quarterly reports on Internship Program accomplishments, and assist with annual student development and assessment reporting.

Other duties as assigned

This position may be supplemented with federal work study, but work study is not required.

This position may provide data that could be used in graduate level research and publications.

To set up an interview, contact Emily Schosid, Sustainability Program Coordinator, DU Center for Sustainability, emily.schosid@du.edu

Graduate Food Fellow, Center for Sustainability Summary Job Description

The University of Denver's Center for Sustainability is now hiring a part-time Graduate Food and Gardens Fellow. Graduate student involvement in this program focuses on three main areas, including: 1) leadership in undergraduate student learning and development; 2) interest and dedication to applying and supporting sustainability best practices in an operational area on campus; 3) involvement in broader city and regional efforts around that operational area. Applicants for these positions are expected to demonstrate interest, knowledge and/or expertise in each of these areas.

The qualified candidate will demonstrate experience, knowledge, interest, and leadership in holistic student development, learning and program assessment, and leadership development practices, as well as projects and programming related to local food production, sustainable food sourcing, garden management and development, as well as a desire to work closely with, supervise, and manage undergraduate students on food, garden, and other sustainability topics. Additionally, qualified candidates will have the drive and desire to engage in projects at the city, state, and national level, through professional organizations and advisory groups.

The Center for Sustainability provides a link between the curriculum, community, and operational sustainability practices, engaging students and classes in applied, authentic projects that develop skills in leadership, project management, data collection and analysis, and reporting. This position coordinates and oversees undergraduate students working to produce local, organic food in the campus gardens, decrease food waste in dining halls and retail dining locations, and increase and strengthen partnerships with local farmers and food producers to offer local, sustainable community supported agriculture options to the DU community. Additionally, this position will oversee and provide support to a team of students managing the DU Food Pantry, a resource that seeks to reduce food insecurity within the DU community. The Graduate Food and Garden Lead will partner with GrowHaus, Food Bank of the Rockies, the Denver Sustainable Food Policy Council, Ela Family Farms, the South Pearl Farmers Market, and other city and state organizations. Additionally, this position will take an active role in both the Garden and Grounds and the Sustainable Food subcommittees of the DU Sustainability Council. This position will provide opportunities for

leadership training and organizational planning and development, and can the possibility of presenting annually at national conferences.

Required Qualifications

- Bachelor's Degree
- 1 year project management experience, preferably in Higher Education
- Strong understanding and interest in broad issues of sustainable food production and sourcing, especially from a food systems change perspective, at the institutional, city and regional level, with an eye on national trends
- Experience working with students and/or working with multiple stakeholders on complex projects; collaborating and problem-solving
- Strong communication skills, written and oral; multi-tasking; office management and budgeting; adept at MS Word, Excel, PowerPoint, etc.
- Team player: Ability to work collaboratively with students, staff, faculty, and community members, especially when working with student leaders who may have recently been peers.
- Experience in supply chain management, retail, hospitality, or food and garden production is a plus, but not required

Compensation/Benefits

- Up to 20 hours per week; Periodic nights and weekends required
- Hourly pay: Competitive

Essential Duties and Responsibilities

Student Development: Work closely with the Sustainability Coordinator and Graduate Student Development Lead to provide collaborative management and oversight of students hired to assist in management campus community gardens, community supported agriculture partnerships, food waste reduction, and the DU Food Pantry, with a focus on holistic student development, leadership development best practices, and progress toward defined learning outcomes.

Program Development: Collaboratively organize, lead, plan, manage, and coordinate programs that engage students in campus and community operations in ways that support and enhance student

leadership. Work with Sustainability Director and Sustainability Coordinator to assess and improve food and gardens programming at the Center and in the wider University of Denver campus.

Community Engagement: Become a liaison between the Center for Sustainability and Sodexo, the hospitality program, GrowHaus, the City Office of Economic Development, LiveWell Colorado, Slow Foods Colorado, local farmers, and interested units and curricular programs. Work ~~with~~ and regional efforts to establish DU as a leader in sustainable, local food sourcing. Assist with organizing classes and trainings for the community, help at orientations.

Reporting Provide quarterly reports on program efficiency, participation, and patterns. Assist with annual reporting.

Other duties as assigned

This position may be supplemented with federal work study, but work study is not required.

This position may provide data that could be used in graduate level research and publications.

To set up an interview, contact Emily Schosid, Sustainability Program Coordinator, DU Center for Sustainability, emily.schosid@du.edu

Graduate Mobility Program Fellow, Center for Sustainability

Summary Job Description

The University of Denver's Center for Sustainability is excited to announce a part-time Graduate Mobility Program Fellow. Graduate student involvement in this program focuses on three main areas, including: 1) leadership in undergraduate student learning and development; 2) interest and dedication to applying and supporting sustainability best practices in an operational area on campus; 3) involvement in broader city and regional efforts around that operational area. Applicants for these positions are expected to demonstrate interest, knowledge and/or expertise in each of these areas.

The qualified candidate will demonstrate experience, knowledge, interest, and leadership in holistic student development, learning and program assessment, and leadership development best practices, as well as projects and programs related to mobility options, alternative transportation education and encouragement, transportation planning and management, as well as a desire to work closely with undergraduate students working to increase access to and knowledge about sustainable transportation as well as the campus bike shop. Additionally, qualified candidates will have the drive and desire to engage in projects at the city, state, and national level, through professional organizations and advisory groups.

The Center for Sustainability provides a link between the curriculum, community, and operational sustainability practices, engaging students and classes in applied, authentic projects that develop skills in leadership, project management, data collection and analysis, and reporting. This position coordinates and manages student leaders on multiple transportation projects ranging from the oversight of our campus bike shop, organizing education and encouragement efforts for students and employees (such as alternative commuting programs, Bike to Work Day, bicycle mechanics courses, etc), and working with campus partners on programs such as the Ski Bus. This position intersects with the work of Transportation Solutions, our local Transportation Management Authority, and will involve work with the City and County of Denver, the Denver Regional Council of Governments, RTD, Car2Go car share, and other local transit providers. Research and reporting duties will include the annual campus transportation survey, review and analysis mobility pilot projects, and campus mapping and planning efforts. This position will provide opportunities for

leadership training and organizational planning and development, and includes the possibility of presenting annually at national conferences.

Required Qualifications

- Bachelor's Degree
- 1 year project management experience, preferably in Higher Education
- Strong understanding and interest in broad issues in transportation, mobility issues, and alternative transit at the campus, city, and regional level, as well as national trends
- Experience working with students and/or working with multiple stakeholders on complex projects; collaborating and problem-solving
- Strong communication skills, written and oral; multi-tasking; office management and budgeting; adept at MS Word, Excel, PowerPoint, etc.
- Team player: Ability to work collaboratively with students, staff, faculty, and community members, especially when working with student leaders who may have recently been peers.
- Previous experience in mobility planning and/or sustainable transportation is a plus, but not required.

Compensation/Benefits

- Up to 20 hours per week; Periodic nights and weekends required
- Hourly pay: Competitive

Essential Duties and Responsibilities

Student Development: Work closely with the Sustainability Director and the Graduate Student Development Lead to provide management and oversight of students who run the DU Bike Shop, Ski Bus, and mobility education and encouragement programming, with a focus on holistic student development, leadership development best practices, and progress toward defined learning outcomes.

Program Development Collaboratively organize, lead, plan, manage, and coordinate programs that engage students, faculty, and staff in increasing participation in sustainable mobility options, and which support campus and community operations in ways that enhance student leadership. Work

with Sustainability Director to assess and improve mobility programming at the Center and in the wider University of Denver campus.

Community Engagement Become a liaison between the Center for Sustainability and Campus Safety, Parking and Mobility Services, Admissions, Housing and Residential Education, the Environmental Sustainability Learning and Living Community, Facilities Management and Planning, Transportation Solutions, Bikes Together, and Bicycle Colorado, and the Denver Regional Council of Governments. Assist with organizing classes and trainings for the community, help at orientations.

Reporting Provide quarterly reports on campus transportation programs and patterns. Participate in pilot transportation projects, assist with mobility usage counts and the annual transportation survey, and provide reports on all. Assist with annual reporting.

Other duties as assigned

This position may be supplemented with federal work study, but work study is not required.

This position may provide data that could be used in graduate level research and publications.

To set up an interview, contact Emily Schosid, Sustainability Program Coordinator, DU Center for Sustainability, emily.schosid@du.edu

Graduate Energy Program Fellow, Center for Sustainability

Summary Job Description

The University of Denver Center for Sustainability is excited to announce a parttime Graduate Energy Program Fellow. Graduate student involvement in this program focuses on three main areas, including: 1) leadership in undergraduate student learning and development; 2) interest and dedication to applying and supporting sustainability best practices in an operational area on campus; 3) involvement in broader city and regional efforts around that operational area. Applicants for these positions are expected to demonstrate interest, knowledge and expertise in each of these areas.

The qualified candidate will demonstrate experience, knowledge, interest, and leadership in holistic student development, learning and program assessment, and leadership development best practices, as well as projects and programming related to energy efficiency, data analysis and visualization, carbon offsets, engagement programming, and reporting, as well as a desire to work closely with university students on a variety of sustainability topics. Additionally, qualified candidates will have the drive and desire to engage in projects at the city, state, and national level, through professional organizations and advisory groups.

The Center for Sustainability provides a link between the curriculum, community, and operational sustainability practices, engaging students and classes in applied, authentic projects that develop skills in leadership, project management, data collection and analysis, and reporting. This position coordinates and manages student leaders working on energy projects including the oversight of the Renter Efficiency Program for Students (a partnership with Xcel Energy), the Annual Energy Challenge, building energy audits, and programming to increase participation by the campus and city community. Additionally, this position will have the opportunity to continue development and adoption of a carbon offset program for unavoidable carbon emissions (such as study abroad airfare). This position will partner with Xcel Energy, Facilities Operations, Housing and Residential Education, and additional academic and curricular units across campus. This position will provide opportunities for leadership training and organizational planning and development, and carries the possibility of presenting annually at national conferences.

Required Qualifications

- Bachelor's Degree
- 1 year project management experience, preferably in Higher Education
- Strong understanding and interest in broad issues in energy and energy efficiency, in the built environment and behavior change strategies, at the campus, city and regional level, with an eye on national trends
- Experience working with students and/or working with multiple stakeholders on complex projects; collaborating and problem-solving
- Strong communication skills, written and oral; multi-tasking; office management and budgeting; adept at MS Word, Excel, PowerPoint, etc.
- Team player: Ability to work collaboratively with students, staff, faculty, and community members, especially when working with student leaders who may have recently been peers.

Compensation/Benefits

- Up to 20 hours per week; Periodic nights and weekends required
- Hourly pay: Competitive

Essential Duties and Responsibilities

Student Development: Work closely with the Sustainability Director, Sustainability Coordinator, and Graduate Student Development Lead to provide collaborative management and oversight of students hired to perform energy audits in the REPS program, assisting undergraduate leaders plan and run the annual Energy Challenge, provide education and outreach around academic building energy use and the carbon offset program, and more, with a focus on holistic student development, leadership development best practices, and progress toward defined learning outcomes.

Program Development Collaboratively organize, plan, manage, and coordinate programs that engage students in campus and community operations in ways that support and enhance student leadership. Work with Sustainability Coordinator to assess and improve energy programming at the Center and in the wider University of Denver campus. Work with Marketing and Communications

team to increase participation in REPS and Energy Challenge programs, work with student groups and Facilities on other pilot projects. Set goals and track metrics on these activities.

Community Engagement Become a liaison between the Center for Sustainability and Xcel Energy, Housing and Residential Education, the Environmental Sustainability Learning and Living Community, Facilities and other units. Assist with organizing classes and trainings for the community, help at orientations.

Reporting Provide quarterly reports on program efficiency, participation, and patterns, assist with annual energy reporting.

Other duties as assigned

This position may be supplemented with federal work study, but work study is not required.

This position may provide data that could be used in graduate level research and publications.

To set up an interview, contact Emily Schosid, Sustainability Program Coordinator, DU Center for Sustainability, emily.schosid@du.edu

Graduate Waste Program Fellow, Center for Sustainability
Summary Job Description (FILLED)

The University of Denver's Center for Sustainability is excited to announce a part-time Graduate Assistant position of Graduate Waste Program Fellow. Graduate student involvement in this program focuses on three main areas, including: 1) leadership in undergraduate student learning and development; 2) interest and dedication to applying and supporting sustainability best practices in an operational area on campus; 3) involvement in broader city and regional efforts around that operational area. Applicants for these positions are expected to demonstrate interest, knowledge and/or expertise in each of these areas.

The qualified candidate will demonstrate experience, knowledge, interest, and leadership in holistic student development, learning and program assessment, and leadership development best practices, as well as projects and programming related to recycling and composting programs, infrastructure and behavioral change, and overall waste minimization, with a goal of improving the University's diversion rate, as well as a desire to work closely with university students on a variety of sustainability topics. Additionally, qualified candidates will have the desire to engage in projects at the city, state, and national level, through professional organizations and advisory groups.

The Center for Sustainability provides a link between the curriculum, community, and operational sustainability practices, engaging students and classes in applied, authentic projects that develop skills in leadership, project management, data collection and analysis, and reporting. This position coordinates and manages student leaders working on waste reduction projects including the oversight of the Zero Waste Athletics and Zero Waste Newman programs, building bin mapping and waste audits, campus wide educational programming, and campus wide educational programs. This position will partner with Denver Recycling, Alpine Waste and Recycling, Colorado Association for Recycling, building managers, Facilities, Custodial, Housing and Residential Education, Athletics, Conversions, Conferencing and Event Services, Sodexo and other food providers, and additional academic and co-curricular units across campus. This position will provide opportunities for leadership training and organizational planning and development, and carries the possibility of presenting annually at national conferences.

Required Qualifications

- Bachelor's Degree
- 1 year project management experience, preferably in Higher Education
- Strong understanding and interest in broad issues in waste, recycling, and composting, and associated needs for infrastructure and behavioral change, at the building, campus, city and regional level, with an eye on national trends
- Experience working with students and/or working with multiple stakeholders on complex projects; collaborating and problem-solving
- Strong communication skills, written and oral; multi-tasking; office management and budgeting; adept at MS Word, Excel, PowerPoint, etc.
- Team player: Ability to work collaboratively with students, staff, faculty, and community members, especially when working with student leaders who may have recently been peers.

Compensation/Benefits

- Up to 20 hours per week; Periodic nights and weekends required
- Hourly pay: Competitive

Essential Duties and Responsibilities

Student Development: Work closely with the Sustainability Coordinator and Graduate Student Development Lead to provide collaborative management and oversight of students hired to run the Zero Waste Athletics and Zero Waste Newman Center programs, building level bin maps and waste audits, and educational events for waste, with a focus on holistic student development, leadership development best practices, and progress toward defined learning outcomes.

Program Development Collaborate with building managers, Facilities, and Custodial services to expand campus composting programs. Collaboratively organize, lead, plan, manage, and coordinate programs that engage students in campus and community operations in ways that support and enhance student leadership. Work with Sustainability Coordinator to assess and improve energy programming at the Center and in the wider University of Denver campus. Work with Marketing and Communications team to increase participation and awareness around waste reduction

programming. Work with student groups and Facilities on other pilot projects. Set goals and track metrics on these activities.

Community Engagement Become a liaison between the Center for Sustainability and Custodial, Sodexo, Housing and Residential Education, building managers, the Environmental Sustainability Learning and Living Community, and Facilities. Assist with organizing classes and trainings for the community, help at orientations.

Reporting Provide quarterly reports on program results, participation, and patterns, assist with annual waste reporting.

Other duties as assigned

This position may be supplemented with federal work study, but work study is not required.

This position may provide data that could be used in graduate level research and publications.

To set up an interview, contact Emily Schosid, Sustainability Program Coordinator, DU Center for Sustainability, emily.schosid@du.edu

Graduate Outdoor Programming Fellow, Center for Sustainability
Summary Job Description (FILLED)

The University of Denver's Center for Sustainability is excited to announce a part-time Graduate Outdoor Programming Fellow. Graduate student involvement in this program focuses on three main areas, including: 1) leadership in undergraduate student learning and development; 2) interest and dedication to applying and supporting sustainability best practices in an operational area on campus; 3) involvement in broader city and regional efforts around that operational area. Applicants for these positions are expected to demonstrate interest, knowledge and/or expertise in each of these areas.

The qualified candidate will demonstrate experience, knowledge, interest, and leadership in holistic student development, learning and program assessment, and leadership development best practices, as well as projects and programming related to outdoor programming, leave no trace philosophies, nature-based education methods, outdoor trip leading, and education around outdoor gear and best practices, as well as a desire to work closely with university students on a variety of sustainability topics. Additionally, qualified candidates will have the drive and desire to engage in projects at the city, state, and national level, through professional organizations and advisory groups.

The Center for Sustainability provides a link between the curriculum, community, and operational sustainability practices, engaging students and classes in applied, authentic projects that develop skills in leadership, project management, data collection and analysis, and reporting. This position works to increase access to the outdoors and availability of the necessary gear for students to explore Colorado's natural areas. This position will partner with Club Sports, Campus Life and Inclusive Excellence, Housing and Residential Education, The Environmental Sustainability LLC, the Pioneer Leadership Program, Honors, and various student groups to plan outdoor trips and outfit students with gear from our Gear Garage. This position will include coordinating and running Gear Garage rentals, including acquiring new gear, mending and repairing current gear, and coordinating rentals, returns, payments, and inventory. This position will provide opportunities for leadership training and organizational planning and development, and carries the possibility of presenting annually at national conferences.

Required Qualifications

- Bachelor's Degree
- 1 year project management experience, preferably in Higher Education
- Strong understanding and interest in broad issues in backcountry and outdoor skills, Leave No Trace, and the benefits of sending students outside
- Experience working with students and/or working with multiple stakeholders on complex projects; collaborating and problem-solving
- Strong communication skills, written and oral; multi-tasking; office management and budgeting; adept at MS Word, Excel, PowerPoint, etc.
- Team player: Ability to work collaboratively with students, staff, faculty, and community members, especially when working with student leaders who may have recently been peers.

Compensation/Benefits

- Up to 20 hours per week; Periodic nights and weekends required
- Hourly pay: Competitive

Essential Duties and Responsibilities

Student Development: Work closely with the Sustainability Coordinator and Graduate Student Development Lead to provide collaborative management and oversight of Gear Garage rentals and maintenance, including sourcing new gear, repairing current gear, inventory, and finances. ~~It will~~ focus on holistic student development, leadership development best practices, and progress toward defined learning outcomes.

Program Development Collaboratively organize, lead, plan, manage, and coordinate programs that engage students the benefits of time spent outdoors, through planned trips, workshops, lessons, and demonstrations in ways that support and enhance student leadership. Work with Sustainability Coordinator to assess and improve outdoor education programming at the Center and in the wider University of Denver campus. Work with Marketing and Communications team to increase awareness and participation in Gear Garage rentals and trips.

Community Engagement Become a liaison between the Center for Sustainability and Living and Learning Communities, Housing and Residential Education, Club Sports, Athletics, Well@DU, and student-led organizations. Assist with organizing classes and trainings for the community, help at orientations.

Reporting Provide quarterly reports on program results, participation, and patterns. Assist with annual reporting. Work with student groups and DU programs on other pilot projects. Set goals and track metrics on these activities.

Other duties as assigned

This position may be supplemented with federal work study, but work study is not required.

This position may provide data that could be used in graduate level research and publications.

To set up an interview, contact Emily Schosid, Sustainability Program Coordinator, DU Center for Sustainability, emily.schosid@du.edu

Graduate Research and Data Fellow, Center for Sustainability
Summary Job Description [FILLED]

The University of Denver's Center for Sustainability is excited to announce a part-time Graduate Research and Data Fellow. The qualified candidate will demonstrate experience, knowledge, interest, and leadership in research, data collection and analysis, data visualization, reporting, and storytelling, as well as a desire to work closely with university students on general sustainability topics. Additionally, qualified candidates will have the drive and desire to engage in projects at the city, state, and national level, through professional organizations and advisory groups.

The Center for Sustainability provides a link between the curriculum, community, and operational sustainability practices, engaging students and classes in applied, authentic projects that develop skills in leadership, project management, data collection and analysis, and reporting. The Center runs roughly 20 distinct programs, and each one is collecting data that can be used to inform better operations and decisionmaking at various University levels. Beyond this, there are many untapped opportunities to collect and report data on university operations in order to create more efficient best practices. This position will focus on identifying those projects and working with graduate and undergraduate students to collect and analyze data and then report findings and conclusions to the Center for Sustainability, the Sustainability Council, and other relevant Departments on campus. This position will provide opportunities for leadership training and organizational planning and development, and carries the possibility of presenting annually at national conferences.

Required Qualifications

- Bachelor's Degree
- 1 year project management experience, preferably in Higher Education
- Strong understanding and interest in broad issues in data collection and management, data visualization, and reporting
- Interest and experience in sustainability, waste management, environmental justice, energy, mobility, or other related topic areas.
- Experience working with students and/or working with multiple stakeholders on complex projects; collaborating and problem-solving

- Strong communication skills, written and oral; multi-tasking; office management and budgeting; adept at MS Word, Excel, PowerPoint, etc.
- Team player: Ability to work collaboratively with students, staff, faculty, and community members, especially working with student leaders who may have recently been peers.

Compensation/Benefits

- Up to 20 hours per week; Periodic nights and weekends required
- Hourly pay: Competitive

Essential Duties and Responsibilities

Program leadership and management Work closely with the Sustainability Coordinator and the Director of Sustainability to create surveys (including the annual mobility survey and sustainability internship learning assessment), collect and analyze data, and create reports detailing metrics and findings. Work with undergraduate students to ensure useful metrics for program and project success are identified and collected. Develop research questions around existing datasets to produce recommendations for further action or research.

Marketing, communication, and outreach Oversee outreach and communication around projects, work with student groups and facilities on pilot projects, Set goals and track metrics on activities.

Education Assist with organizing classes and trainings for the community, help at orientations.

Reporting Provide quarterly reports on program results, participation, and patterns, assist with annual reporting on all data and research.

Other duties as assigned

This position may be supplemented with federal work study, but work study is not required.

This position may provide data that could be used in graduate level research and publications.

To set up an interview, contact Emily Schosid, Sustainability Coordinator, emily.schosid@du.edu

Graduate Marketing and Communications Fellow, Center for Sustainability

Summary Job Description

The University of Denver's Center for Sustainability is excited to announce a part-time Graduate Marketing and Communications Fellow. The qualified candidate will demonstrate experience, knowledge, interest, and leadership in projects and programming related to communications, storytelling, newsletters, social media, blog writing, and website content as well as a desire to work closely with university students on a variety of sustainability topics. Additionally, qualified candidates will have the drive and desire to engage in projects at the city, state, and national level, through professional organizations and advisory groups.

The Center for Sustainability provides a link between the curriculum, community, and operational sustainability practices, engaging students and classes in applied, authentic projects that develop skills in leadership, project management, data collection and analysis, and reporting. The Center for Sustainability runs over 20 distinct programs, all of which work to engage the DU Community in sustainability best practices. However, without telling the stories behind these programs, their impact will not reach their full potential. This position works to tell that story in innovative, creative, and engaging ways through our website, blog, social media channels, the DU News outlets, and others, while continuing to develop the Center's voice and brand. This position will work collaboratively with an undergraduate team to create and maintain an editorial and marketing calendar and create content for various channels. This position will provide opportunities for leadership training and organizational planning and development, and carries the possibility of presenting annually at national conferences.

Required Qualifications

- Bachelor's Degree
- 1 year project management experience, preferably in Higher Education
- Strong understanding and interest in broad issues in communications, marketing, branding, social media, storytelling, and audience engagement.
- Interest and experience working in waste management, environmental justice, energy, mobility, or other sustainability-related topic areas.

- Experience working with students and/or working with multiple stakeholders on complex projects; collaborating and problem-solving
- Strong communication skills, written and oral; multi-tasking; office management and budgeting; adept at MS Word, Excel, PowerPoint, etc.
- Team player: Ability to work collaboratively with students, staff, faculty, and community members, especially when working with student leaders who may have recently been peers.

Compensation/Benefits

- Up to 20 hours per week; Periodic nights and weekends required
- Hourly pay: Competitive

Essential Duties and Responsibilities

Program leadership and management Create and maintain an editorial and marketing plan and calendar. Create and curate written, video, photo, and other content for Center for Sustainability blog, website, social media channels, news, and other outlets. Collaboratively manage and coordinate a team of undergraduate students working on communications projects to ensure a unified voice, quality of content, and timely reporting. Creatively engage our audiences with new marketing campaigns about projects, programs, and events from the Center for Sustainability. Become a liaison between the Center for Sustainability and Marketing Communications, Campus Life and Inclusive Excellence, Housing and Residential Education, Sodexo, Facilities, Mobility and Parking Services, and other campus partners.

Education Assist with organizing classes and trainings for the community, help at orientations.

Reporting Provide quarterly reports on program results, participation, and patterns, assist with reporting, including the creation of the Center for Sustainability Annual Report.

Other duties as assigned

This position may be supplemented with federal work study, but work study is not required.

This position may provide data that could be used in graduate level research and publications.

To set up an interview, contact Emily Schosid, Sustainability Program Coordinator, DU Center for Sustainability, emily.schosid@du.edu

Community Partnerships Fellow, Center for Sustainability
Summary Job Description [FILLED]

The University of Denver's Center for Sustainability is now hiring a part-time Graduate Community Partnerships Fellow. Graduate student involvement in this program focuses on three main areas, including: 1) leadership in undergraduate student learning and development; 2) interest and dedication to applying and supporting sustainability best practices in an operational area on campus; 3) involvement in broader city and regional efforts around that operational area. Applicants for these positions are expected to demonstrate interest, knowledge and/or expertise in each of these areas.

The qualified candidate will demonstrate experience, knowledge, interest, and leadership in holistic student development, learning and program assessment, and leadership development best practices. This role requires experience in working with community sustainability projects and partner organizations and managing or leading complex projects. Demonstrated skills in organization, communication, and project management are required. Additionally, qualified candidates will have the drive and desire to engage in projects at the city, state, and national level, through professional organizations and advisory groups.

The Center for Sustainability provides a link between the curriculum, community, and operational sustainability practices, engaging students and classes in applied, authentic projects that develop skills in leadership, project management, data collection and analysis, and reporting. This position coordinates and oversees undergraduate students and at times other graduate students, faculty and staff in working with community partners. This may include organizing meetings or gathering, hosting workshops, supporting partners in project development, and providing a liaison between partners, the Center for Sustainability and the broader DU community. Past partners have included Metro Denver Nature Alliance (<https://www.metrodna.org/>) and Indigilogix (a math and science program at DU focused on incorporating indigenous knowledge). Additionally, this position will provide a link to other sustainability efforts across campus in the DU Grand Challenges Urban Sustainability Cohort and the Sustainability Council. This position will provide opportunities for

leadership training and organizational planning and development, and carries the possibility of presenting annually at national conferences.

Required Qualifications

- Bachelor's Degree
- 1 year project management experience, preferably in Higher Education
- Strong understanding and interest in broad issues of sustainability topics impacting the Front Range region of Colorado from city and regional level, with an eye on national trends
- Experience working with multiple stakeholders on complex projects; collaborating and problem-solving; experience working with students is a plus
- Strong communication skills, written and oral; multi-tasking; office management and budgeting; adept at MS Word, Excel, PowerPoint, etc.
- Team player: Ability to work collaboratively with students, staff, faculty, and community members, especially when working with student leaders who may have recently been peers.
- Experience in environmental justice, ecological conservation in urban settings, and sustainability nonprofits is beneficial, but not required

Compensation/Benefits

- Up to 15 hours per week; Periodic nights and weekends required
- Hourly pay: Competitive

Essential Duties and Responsibilities

Student Development: Work closely with the Sustainability Coordinator and Graduate Student Development Lead to provide collaborative management and oversight of students hired to assist in partnering with campus and community organizations, with a focus on holistic student development, leadership development best practices, and progress toward defined learning outcomes.

Program Development: Collaboratively organize, lead, plan, manage, and coordinate programs that engage students in campus and community programs in ways that support and enhance student leadership. Work with Sustainability Director and Sustainability Coordinator to assess and improve

support of community collaborations for a just and sustainable future across the University of Denver campus.

Community Engagement Become a liaison between the Center for Sustainability and key community partners, the DU Grand Challenges Urban Sustainability Cohort, and the DU Sustainability Council, as well as interested ~~ut~~ and curricular programs. Work with local and regional efforts for building sustainable communities Assist with organizing classes and trainings for the community, help at orientations.

Reporting Provide quarterly reports on program efficiency, participation, and patterns. Assist with annual reporting.

Other duties as assigned

This position may be supplemented with federal work study, but work study is not required.

This position may provide data that could be used in graduate level research and Publications.

To set up an interview, contact Emily Schosid, Sustainability Program Coordinator, DU Center for Sustainability, emily.schosid@du.edu

Urban Sustainability Community Graduate Fellow, Center for Sustainability

Summary Job Description

The University of Denver's Center for Sustainability is now hiring a part-time Urban Sustainability Community Graduate Fellow. Graduate student involvement in this fellowship program focuses on three main areas, including: 1) leadership in undergraduate student learning and development; 2) interest and dedication to applying and supporting sustainability best practices in an operational area on campus; 3) involvement in broader city and regional efforts around that operational area. Applicants for these positions are expected to demonstrate interest, knowledge and/or expertise in each of these areas.

The qualified candidate will demonstrate experience, knowledge, interest, and leadership in holistic student development, learning and program assessment, and leadership development best practices. The fellow will be expected to show experience working in educational programming or student life, with interest in sustainability and social justice in the urban setting.

The Center for Sustainability provides a link between the curriculum, community, and operational sustainability practices, engaging students and classes in applied, authentic projects that develop skills in leadership, project management, data collection and analysis, and reporting. This position provides support to a new themed living community focused on urban sustainability. This community of 22-24 students will commit to practicing sustainable lifestyle choices while exploring topics of sustainability and social justice in Denver. This position will support the resident assistant in community building, while assisting with the course and internships associated with the community. This will include attending some community social functions, support for programmatic evaluation, coordinating logistics for guest speakers, and communicating regularly with community partners. This position will provide opportunities for leadership training and organizational planning and development and carries the possibility of presenting annually at national conferences.

Required Qualifications

- Bachelor's Degree
- 1 year experience working in educational programming or residential life

- Strong understanding and interest in broad issues of sustainability and social justice in the urban context, with interest in mentoring students
- Experience working with students and/or working with nonprofits in educational or development settings
- Demonstrated training or experience in conflict management
- Strong communication skills, written and oral; multi-tasking; office management and budgeting; adept at MS Word, Excel, PowerPoint, etc.
- Team player: Ability to work collaboratively with students, staff, faculty, and community members
- Experience in supply chain management, retail, hospitality, or food and garden production is a plus, but not required

Compensation/Benefits

- Up to 15 hours per week; Periodic nights and weekends required
- Hourly pay: Competitive

Essential Duties and Responsibilities

Student Development: Work closely with the Sustainability Coordinator and Graduate Student Development Lead in collaborative with the community resident assistant to provide holistic student development opportunities for students in the community, including leadership development best practices, and progress toward defined learning outcomes.

Program Development: Collaborate to help organize, lead, plan, manage, and coordinate programs that engage students sustainability programs, guest speakers, and community internships that engage students in issues facing the Denver metro area regarding sustainability and social justice,

Community Engagement: Become liaison between the Center for Sustainability, faculty experts, and community partners to build deep experiential learning for the whole community. Assist with organizing classes and trainings for the community, help at orientations.

Reporting: Provide quarterly reports on program efficiency, participation, and assessment. Assist with annual reporting.

Other duties as assigned

This position may be supplemented with federal work study, but work study is not required.

This position may provide data that could be used in graduate level research and publications.

To set up an interview, contact Emily Schosid, Sustainability Program Coordinator, DU Center for Sustainability, emily.schosid@du.edu