

**ASSOCIATED STUDENTS  
GREEN ENERGY FEE LOGISTICS GRADUATE ASSISTANT (4 QUARTER)**

**Green Energy Fee Graduate Assistant Statement of Purpose:**

The Green Energy Fee (GEF) Logistics Graduate Assistant works to support students in the creation, development, and review of project proposals to be submitted to the GEF Committee. In addition, the position works to enhance the GEF program as a whole with the aim to reduce the campus' environmental impact, promote sustainable practices, and encourage environmental stewardship.

**Term of Position:**

This is a four quarter position. Position begins the Monday of the first week of summer quarter and ends the Friday of finals week the following spring quarter. Position holder is required to attend AS orientation prior to the start of classes fall quarter in addition to the regular 15 hours required during the same week. Payment for orientation is included in the monthly salary. In the spring quarter before the position term an internship of 15 hours must be completed with the outgoing position holder. This internship is unpaid, and is not required if the outgoing and incoming position holder are the same individual.

**Salary:**

Position earns XX salary index as established by the AS Board of Directors for the current fiscal year paid out of the Green Energy Fee funds. This position requires on average 19 hours per week. Position holder may work more some weeks and less other weeks depending on program needs. Position holder is paid through winter, spring, and some portion of summer breaks, but is not required to maintain office hours during that time. During summer quarter, the position requires that the equivalent of 10 weeks of work at 19 hours per week be worked. This means that from the beginning of the term of this position until the start of fall quarter the position holder must work a total of 190 hours.

**Reportage:**

The Green Energy Fee Logistics Graduate Assistant reports directly to the WWU Sustainability Coordinator and works with Office of Sustainability staff. ~~The position holder must also make regular reports to the Associated Students Vice President for Student Life. The position also makes regular reports to the Green Energy Fee Committee.~~

**Required Qualifications:**

1. Must maintain a minimum of ~~10 credits for undergraduates~~ and 8 for graduates credits during employment.
2. Must maintain a minimum of 2.00 cumulative grade point average.

**Recommended Qualifications:**

1. Understanding of university or organizational structure with demonstrated success working within said structure.

2. Knowledge of sustainability initiatives and methods for environmental accountability.

3. Knowledge of existing campus sustainability projects.

4. Ability to work collaboratively with people of diverse backgrounds and opinions.

5. Self-motivation and creativity.

6. Desire to involve and educate the campus and the greater community.

7. Basic computer skills including word, excel, email; ability to learn/use web software.

8. Financial or accounting skills.

9. Project management experience.

10. Public speaking experience.

11. Experience working with a diverse array of students, staff, and faculty.

***The Associated Students is an Equal Opportunity Employer***  
*Job Descriptions are subject to change in accordance with the AS Employment Policy*

## AS Responsibilities:

1. Attend AS Employee Orientation prior to the start of Fall Quarter.
2. Attend mandatory trainings put on by the Personnel Office throughout the term of the position.
3. Serve on hiring committees as suggested by the Personnel Director.
4. Work with supervisor and Personnel Director to revise and update position job description.
5. Follow all AS Policies and By-laws.
6. Evaluate hourly employees under your direct supervision according to the evaluations procedure outlined in the AS Employment Policy.
- ~~7. Work with supervisor and office staff to revise and update this job description as assigned. These changes should be submitted to the Associated Students Personnel Director.~~

## Position Responsibilities:

1. Devote a total of XX-19 hours per week to AS business position responsibilities.
2. Establish and maintain 10 office hours per week during the academic year, and 5 hours per week during summer quarter.
- ~~2rr3^~~ Assist in the development of application materials and the GEF Proposal Packet.
4. Act as the initial contact for students wishing to submit a Green Energy Fee proposal.
- ~~3-5.~~ Hold proposal workshops and informational sessions to detail the proposal submission and review process.
- 4r6. Work with proposal submitters throughout the proposal development process to determine project feasibility and gain understanding of the proposal and project implementation process.
- W7. Act as a resource to help GEF proposal submitters connect with sponsors and stakeholders.
- 6.8. Assist the Vice President of Student Life in making a yearly report to the AS Board on the status of the Green Energy Fee program.  
h This report should include a review of the usage of the fee and its associated programs, a comparison to past years (if applicable), student comments received, and any proposals for changes to the fee or its associated programs.
- 7-r9. Set up and staff a table at Summer Start, Transitions, and other events during summer quarter.
- &-10. Plan and execute a fall quarter project proposal drive.
- 9T1 1. Assist in the development and presentation of project proposals to the GEF Committee.
- 4QT12. Track development of all proposals in progress.
- 44-r13. Review and assess proposal submission and review process.
- 4L-14. Attend aU-GEF Committee meetings as requested.
15. Assist implementation, updating and improvement of GEF resources on the AS website.
- 4^7-16. Coordinate the usage of social media to advertise the GEF Program.
17. Make reports to the Associated Students Vice President for Student Life and the Green Energy Fee Committee.
18. Create an annual report and position legacy document summarizing the GEF Program and its associated activities.
- 44T-19. Perform other duties as needed or assigned.