Sustainable Enterprise Accelerator

G.A. Position: Sustainable Enterprise Accelerator

Department: School of Business

Supervisor: Dr. John Golden

Job Description:

SEA was established to promote entrepreneurship at SRU and is now entering its second year of operations. We are one of the first university centers to integrate sustainability architectures into the services provided. The Graduate Assistant will work with SEA directors on a variety of projects aimed at accomplishing SEA’s mission. The G/A will also be responsible for executing operational tasks and/or overseeing the work of undergraduate student assistants. There may also be opportunities to work with SEA directors on research projects oriented toward business sustainability or sustainability entrepreneurship.

Job Functions/Responsibilities:

- Oversee activities of undergraduate student assistants
- Assist in the development and promotion of events
- Assist in the design and development of a Student Ideation Center
- Monitor activities in the Student Ideation Center
- Work with the SRU PR Dept. to create promotional materials for SEA and SEA sponsored events
- Develop and maintain databases
- Perform updates on the SEA website
- Assist with research projects
- Oversee joint projects with the Entrepreneurship Club and Students for Sustainability
- There may also be opportunities to attend regional conferences and seminars

Desired Qualifications:

- The ability to work independently and exercise good judgment
- Solid working knowledge of Microsoft Office
- A strong interest in sustainability and business/entrepreneurship
- The ability to complete tasks on a timely manner
- Excellent communication skills with a willingness to work with students, administrators, and community members
- Possess a basic understanding of small business (preferred) operations or has business experience

Graduate Student Outcomes:

- Develop a solid understanding of business sustainability and entrepreneurship
- Develop research skills
- Become familiar with the day-to-day operations of a non-profit center
Appropriate SRU Graduate Majors:

- All Majors are acceptable

Supervisor’s Expectations:

- Work 17.5 hours per week
- Execute required tasks on a timely basis and produce high-quality work
- Think creatively and work independently

Contact Information:

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Please email an attached word file containing a letter of interest and resume