## Graduate Assistantship Position Description Form

<table>
<thead>
<tr>
<th><strong>Department:</strong></th>
<th>The Robert A. Macoskey Center (RAMC)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>G.A.</strong></td>
<td>Sustainability Graduate Assistant</td>
</tr>
<tr>
<td><strong>Position:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Supervisor:</strong></td>
<td>Samantha Laurence</td>
</tr>
</tbody>
</table>

### Job Description –

The Robert A Macoskey Center is Slippery Rock University’s campus hub for sustainability and environmental education. We are seeking an active and enthusiastic graduate student to join our leadership team to assist in sustainable systems management and sustainability education/environmental education programming. The property features an 83-acre forested landscape with hiking trails, a permaculture garden demonstration site, an ecotherapy garden, chickens, a LEED-certified house with classroom and office space, and much more. We aim to create accessible and equitable opportunities for SRU students and community members to benefit from and learn about all that the site has to offer. We are seeking a highly motivated student with a positive attitude and teachable spirit who can make strong connections between the mission and scope of the Macoskey Center and their chosen field of study.

### Job Functions/Responsibilities –

- Assist in recruiting, interviewing, hiring, training, supervising and scheduling student interns and volunteers
- Marketing and public relations, including social media and responding to e-mails and phone calls
- Create, plan and execute special programs and presentations on sustainability, gardening, and the environment for community groups as well as SRU faculty, staff, and students following best practices in Environmental Education/Sustainability Education
- Assist with program assessment and evaluation
- Help to build and maintain partnerships with key RAMC stakeholders including SRU and community organizations
- Track income and expenditures related to specific projects
- Assist with grounds and trail maintenance
- Open and close the building, answer phones, provide visitor services
- Assist with set up and tear down of classrooms as needed
- Supervise gardening/farming/landscaping duties of student interns, report to RAMC Interim Director
- Assist with managing the market garden, farm stand, community garden, orchards, berry patches, aquaponics and chicken care
- Work collaboratively with RAMC programming staff to assist with site management aspects of Sustainability Education programs
- Perform general construction and maintenance activities at the RAMC including light carpentry and painting
- Assist with carrying out weekly and daily maintenance tasks, such as mowing the lawn, laundering towels, feeding chickens, gardening, and collecting eggs
- Coordinate and help create handmade bath and body products and upcycled handcrafted products for the RAMC farm stand, as needed
- Help write and/or edit bi-weekly newsletter
- Participate in a weekly leadership team meeting and provide regular updates about facility operations and staff
- Devotes extra time outside of scheduled hours for the RAMC farm stand and chicken care on the weekends, as needed
- Other duties as assigned

**Desired Qualifications** –

- Must meet eligibility standards of the graduate school including unconditional acceptance into a graduate program and a class load of 9 semester hours of graduate coursework (unless a lighter load is approved by the dean of graduate studies)
- Experience and/or pursuing a graduate degree in a field related to environmental education, sustainability and/or resource management
- Experience with trail/site maintenance and natural resource management
- Experience with organic gardening, permaculture, agroforestry, and/or ecology
- Highly organized with attention to detail
- Excellent written and oral communication skills
• Demonstrate integrity, resilience, accountability, and ethical behavior
• Professional work ethic and teachable spirit
• Experience supervising others
• Valid Driver’s License
• Ability to work as part of a collaborative team

**Graduate Student Outcomes**
- Gain leadership and management skills
- Develop project planning and organizational skills
- Gain experience working collaboratively with undergraduate students, SRU faculty and staff, and community members.
- Develop skills in visitor services and communication
- Build time management skills and the ability to balance multiple priorities
- Become more sustainable in your behaviors, attitudes, actions, and overall lifestyle

**Appropriate SRU Graduate Majors**
- All majors welcome to apply

**Supervisor’s Expectations**
- $1000 per semester ($2000 for academic year)
- Typical work week is 8.75 hours, divided between office work and outdoor work
- Opportunities for hourly wages up to 20 hours/week after 8.75 hours are fulfilled
- Availability on occasional evenings and weekends
- Hourly employment during summer and winter breaks may be available
- Tuition waiver for up to eight graduate credit hours each semester
- Comfortable with public speaking and working with groups of all ages and sizes
- Seek tangible opportunities to connect the responsibilities of this position to coursework requirements in the student’s chosen field of study

**Supervisor’s address:**
247 Harmony Road
Slippery Rock, PENNSYLVANIA 16057
United States

<table>
<thead>
<tr>
<th><strong>Phone Number:</strong></th>
<th>(724) 738–4050</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fax:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Email:</strong></td>
<td><a href="mailto:samantha.laurence@sru.edu">samantha.laurence@sru.edu</a></td>
</tr>
</tbody>
</table>