Half-time Graduate Assistant Position

**Department**: The Robert A. Macoskey Center (RAMC)/Parks and Recreation Department

**Supervisors**: Mary Ann King, Director of Academic Resources

Shawn Davis and Becky Thomas, Co-Directors of RAMC programming

**Position**: Half-time Graduate Assistant, Spring 2019

Job Functions/Responsibilities

- Assist in training, supervising and scheduling student workers
- Create, plan and execute special programs and presentations
- Marketing and public relations, including social media and responding to e-mail
- Track income and expenditures related to the site’s operation
- Program assessment and evaluation
- Grounds and trail maintenance
- Open and close the building, answer phones, provide visitor services
- Set up and tear down classrooms
- Supervise gardening/farming/landscaping duties of student workers, report to RAMC Faculty and Staff
- Assist with market garden, farm stand, and farmers market
- Plan and conduct educational programs and tours for visiting groups on sustainability, gardening, and the environment
- Begin pre-planning for future Environmental Education programs
- Perform general construction and maintenance activities at the RAMC including light carpentry, painting, and chicken care

Pay/Schedule

- $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 ($7.25/hr) up to 20 hours/week after 8/75 hours are fulfilled
- Availability on evenings and weekends
- Six graduate credit hours waived each semester
- Hourly employment during Summer 2019 may be available
Desired Qualifications

- Must meet eligibility standards of the graduate school including unconditional acceptance into a graduate program and a class load of 6 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
- Highly organized with attention to detail
- Excellent written and oral communication skills
- Professional work ethic and teachable spirit
- Experience supervising others
- Valid Driver’s License
- Ability to work as a part of a collaborative team

Student Outcomes

- Gain experience in sustainability education/environmental education program development and evaluation
- Gain resource management skills
- Gain experience writing grants and conducting research
- Gain experience working collaboratively with undergraduate students, SRU faculty and staff, and community members.
- Develop skills in visitor services and management
- Gain experience in organic gardening and sustainable living

Appropriate SRU Majors

- All majors welcome to apply