

**Sustainability Operations/Academic Liaison  
Graduate Assistantship:  
2012–2013 Open Position**

The [Institute for Sustainable Solutions](#) seeks a **Sustainability Operations/Academic Liaison** (GAA, Rank I, ~0.35-0.49 FTE negotiable) for the Winter 2011 academic term (with potential for renewal). This GA position will provide support for the ISS Sustainability Partnerships Director, and the Campus Sustainability Office's Sustainability Manager.

**Responsibilities:**

- Development and maintenance of a database of cross-university organizations and departments, cataloguing sustainability projects in operations, research, curriculum, outreach and community engagement
- Development and standardization of a campus-wide sustainability calendar
- Identification of synergistic sustainability projects and development of mechanisms for integration and project support
- Supporting the planning and implementation of the 2012 Student Service Award Projects (*Solutions Generator*)
- Working closely with sustainability organizations across campus to clarify roles, identify gaps and propose ways to increase collaboration, communication and data-sharing
- Planning and implementation of a specific set of campus-wide sustainability events, most notably the end of the year sustainability celebration

**Applicants must** be graduate students enrolled in at least 9 graduate credit hours at PSU during Fall 2011 term and must be admitted to and in good academic standing with a PSU graduate degree program.

**Ideal candidates will possess:**

- Strong networking and project management skills
- Competency with Microsoft Office (Word, Excel, PowerPoint, and Publisher), Google Apps
- Literacy of sustainable operations, academics and research concepts

**Preferred qualifications include:**

- Previous experience forging partnerships in higher education or other major institutions
- Students studying Public Administration, Environmental Science and Management, Business Administration, Urban Studies and Planning are encouraged to apply

**Start Date: January 4th** or earliest available date thereafter. This is a 1-term appointment (ending March 16th) with a high possibility for renewal.

**Pay rate:** Graduate tuition remission and a monthly stipend at Rank I scale.  
[Tuition remission policy](#) (pdf)

**Hours per week:** ~15-19.6 negotiable (11 weeks per term)

**Position open until filled.**

**To apply,** email a cover letter and résumé to:

**Fletcher Beaudoin**  
**Institute for Sustainable Solutions**  
[beaudoin@pdx.edu](mailto:beaudoin@pdx.edu)

For more information on graduate assistantships at PSU, visit the Office of Graduate Studies website, <http://www.pdx.edu/ogs>. For more information about the Institute for Sustainable Solutions, visit <http://www.pdx.edu/sustainability>.