UNIVERSITY HOUSING & DINING MISSION, VISION and CORE VALUES

University Housing & Dining strives to create supportive and challenging environments that enrich and nourish lives. Further, we seek to be the premier campus community in the country. We believe an intentional residential experience is transformative. Core values of University Housing & Dining encompass: Collaboration, Empowerment, Innovation, Leadership, Learning, Service with a Passion, Social Justice, Sustainability and Teamwork.

As members of the Division of Student Affairs at Clemson, we believe each one of us has the potential to positively impact the world.

POSITION SUMMARY

The Housing Graduate Assistant for Sustainability is a 25-hour per week, full-time graduate student position whose responsibilities include: advising the Housing Ecological Representative (EcoReps) Program, collaborating with the Leading for our Environment And Future (LEAF) Living-Learning program, and campus engagement through partnering with campus constituents such as resident assistants, student government, campus administrators, facilities staff and faculty members. The Graduate Assistant will work in collaboration with internal and external partners and report directly to the Associate Director for Sustainability. The GA for Sustainability is a role model, mentor, and advisor. The GA for Sustainability will fulfill these roles in the following ways.

ADVISE THE EcoReps PROGRAM

Recruitment

• Recruit students living on campus to join the EcoReps program each semester.
• Enhance the EcoReps program to serve as a voice on campus.
• Promote sustainability awareness and advocacy within University Housing.

Training

• Prepare and implement orientation for EcoReps each semester.
• Assess current training practices for EcoReps and create additional training pieces as needed.
• Maintain EcoReps Handbook and supplemental materials and presentations.
• Develop tools to train EcoReps related to tasks, roles, and expectations, while adhering to the EcoReps mission.
• Facilitate processes to develop goals and a vision-casting for each semester.
• Coordinate field trips, presentations, and/or guest speakers to enhance education, leadership skills and programming efforts.

Advising

• Advise the EcoRep program, the elected and/or appointed leadership positions, and committee chairs.
• Facilitate effective collaborative relationships between EcoReps, Resident Assistants, and Resident Hall Association.
• Advise EcoReps on programming efforts related to University Housing & Dining, residential peer-to-peer education, and primary school sustainability awareness program.
• Ensure one new program/event each year.
• Support EcoReps in planning traditional events such as Fall Fest, Earth Day, and other annual programs.
• Design and execute team building and conflict management activities.
LEAF LIVING-LEARNING COMMUNITIES (LLC) COLLABORATION

- Work in partnership with Leading for our Environment And Future (LEAF) LLC students on programming endeavors.
- Encourage EcoReps and LEAF LLC to function as voices for sustainability within Housing and Dining Services.
- Form connections between university facilities partners and LEAF LLC.
- Utilize resources to serve as a liaison between LEAF LLC Graduate Community Director and University Housing.

CAMPUS ENGAGEMENT

- Form collaborative relationships with sustainability-focused organizations and other Graduate Assistants within Student Affairs, in order to implement new programs and/or initiatives on campus.
- Further develop of initiatives such as recycling, residential projects, and sustainability advancements on campus and in University Housing & Dining.
- Cultivate and implement best practices for residential recycling programs through collaboration with students, University Facilities, and the Residential Life sustainability committee.
- Assist in refining learning outcomes for the University Housing Office of Sustainability.
- Assist with the Clemson University Environmental Teach-In.
- Seek measurable University Housing and Dining initiatives to aid in the President’s Commission for Sustainability, and the 2030 net-zero emissions plan.
- Coordinate with campus organizations interested in collecting goods for charity.
- Other duties as assigned through University Housing & Dining and the Associate Director of Sustainability.

ELIGIBILITY

- Applicants must be accepted in one of the University’s academic programs to be eligible to receive a graduate assistant position. Preference will be given to students who have applied to and been accepted into the Master of Education – Student Affairs Program by the Graduate School application deadline – February 1st.
- The Graduate Assistant for Sustainability is expected to show reasonable progress toward obtaining a degree. Dropping to less than 9 hours in fall/spring semester must be approved by the Associate Director for Sustainability.
- The position is a 10-month position with an opportunity for summer employment, when available.

TERMS OF EMPLOYMENT

- The Graduate Assistant for Sustainability is hired for a term of employment of one academic year. A Graduate Assistant for Sustainability may be reappointed from year to year based on their past work performance and qualifications as compared to those of new applicants.
- No graduate student is eligible to hold more than one full-time (25 hours) graduate assistantship during any given semester.
- The Graduate Assistant for Sustainability, who is on full assistantship, may not be employed by or provide a service to another department or organization outside the University. The Graduate Assistant for Sustainability is allowed to complete practicum or internship requirements for other departments on or off campus with permission from the Associate Director for Sustainability. Additional volunteer work within the university must be approved in advance.

RENUMERATION

- Stipend of $9,050 is provided for the fall and spring semester, paid in bi-monthly installments. Graduate assistants are paid beginning with University Housing & Dining Graduate Assistant Fall Training and Orientation and ending the day after graduation in May.
- Meal Plan: Comparable to the current provided Plus Commuter 75 Plan. Includes any 75 meals in the dining halls during the semester plus $300 in Paw Points that can be used in food courts, coffee shops, convenience stores, Chili’s Too and Seasons by the Lake restaurant. Graduate assistants are provided with a meal plan to be utilized as a tool to fulfill their role. A monthly dining survey must be completed to provide secret shopper feedback to Dining Services as a requirement of this plan.
- Housing: Graduate assistants are provided a rent-free, furnished apartment or suite. Only a Graduate Staff member and their partner and/or children may live with a staff member in accordance with the departments’ live-on agreement. Housing is only provided during a graduate assistant’s term of employment. Utilities, phone service, satellite television, internet service and limitless laundry are provided at no charge. Graduate assistants are responsible for payment of
personal long distance telephone charges. Graduate assistants may not use their staff accommodations as a business office for any type of commercial solicitation.

- **Tuition Reduction:** Graduate assistants who are full-time (9 credit hours) students enrolled in an approved course of graduate study are eligible for a graduate assistant tuition reduction. Anyone dropping below 9 hours will lose his/her right to a fee reduction. Those whose fee reduction is withdrawn will be required to reimburse the University. The Office of Graduate Studies, E209 Martin Hall, makes judgments pertaining to these eligibility requirements. Those who are full-time (9 credit hours) students enrolled in an approved course of graduate study are also eligible to use a deferred tuition payment plan. Please refer to the Graduate Student Record for further details.

- **Professional Development:** Graduate assistants are provided funds, when available, for professional development activities as well as on-going professional development activities on and off campus. All staff are encouraged to take advantage of Human Resource courses and webinars offered through the department/division. Use of funds is subject to approval by supervisors.