

Facilities Graduate Assistant for Sustainability, Student Union & Event Services

PURPOSE

SUES Facilities Graduate Assistant for Sustainability is responsible for the coordination, marketing, organizing and creation of sustainability-related efforts within the Student Union. Working within the facility, this individual will work independently to create educational information, new efforts and initiatives and assist the Assistant Director and Director with environmental efforts, improvements and awareness.

Minimum Qualifications

- Recipient of a Bachelor degree from an accredited university.
- Student must be admitted to a full-time UNLV Graduate Program and enrolled in classes at full-time status.
- Maintain a 3.0 cumulative and semester grade point average.
- Must be available to work 20 hours per week.
- Proficient written and verbal communication skills
- Self-starter and self-motivated

Preferred Qualifications

- Previous leadership experience.
- Previous facilities experience.
- Experience with sustainability topics and efforts.
- Experience in applying sustainable practices.
- Experience in developing and executing programmatic initiatives.
- Ability to work independently

TASK

DUTIES AND RESPONSIBILITIES include, but are not limited to:

- Plan and execute programmatic and educational efforts, passively and actively, for sustainability awareness within the Student Union.
- Work with offices, tenants, and partners proactively to address sustainability awareness and promotion.
- Assist UNLV Rebel Recycling on initiatives and programs on behalf of the Student Union.
- Provide ideas and feedback for potential sustainability purchases, upgrades and initiatives within the Student Union or in conjunction with guests or tenants.
- Review industry standards and practices – specifically related to a Student Union facility.
- Research and collect data on sustainability best practices and ways to implement these practices within the Student Union.
- Coordinate SUES office sustainability events.
- Track efforts on sustainability efforts on behalf of the Student Union.
- Serve on the Student Union Sustainability Committee
- Communicate effectively with guests, staff, students, and university faculty.
- Effective use and manage of time to ensure all necessary tasks are completed by deadlines provided.
- Follow directions from Student Union Facilities Coordinator and other full-time staff as appropriate.
- Be creative and resourceful with limited funding and resources.
- Basic knowledge of SUES department staff, services and functions.
- Basic knowledge of Student Union functions and operations.
- Enforcement of all Student Union & Event Services policies and procedures.
- Perform all other duties as assigned.

Staff Expectations:

- Act as a role model for student staff employees and maintain a standard of performance on daily tasks.
- Be visible to other team members of the department.

- Interact, collaborate and develop relationships with department staff to foster a sense of TEAM and to obtain direct and indirect feedback/input from others.
- Interact, collaborate and develop relationships with department staff on projects, tasks, assignments and events when needed/requested.
- Maintain effective communication with other SUES Facilities team members.
- Communicate clear and concise information as needed to Facilities Coordinator.
- Adhere to all SUES guidelines policies and procedures.

Criteria for Success

- Ability to display a positive attitude for all patrons and SUES Department staff.
- Ability to prioritize tasks, manage time and balance professional and personal commitments.
- Ability to follow policies and procedure, arrive prepared and on time for work and consistently demonstrate service excellence.
- Ability to assess a situation and make well informed decisions independently.
- Ability to act in a professional manner and serve as a role model and mentor for SUES staff.
- Ability to positively promote UNLV and SUES to peers/patrons and take initiative to be involved throughout campus (i.e. serve on committees, volunteer, assist with Campus Cluster events).
- Ability to communicate effectively with all team members, SUES and UNLV student and professional staff, both while on and off “the clock.”
- Ability to attend monthly, semester and annual meetings and trainings.
- Ability to lead and enforce policies and procedures as needed without supervisor presence.

Transferable Skills and Knowledge Gained by Employment

Relationship Development	Critical Thinking
Interpersonal Communication Skills	Self-Confidence and Self Discovery
Time Management	Teamwork in Collaborative Settings
Professional & Student Development	Problem Solving
Incident Report Writing	Knowledge of Administrative Process and Paperwork