School of Environmental Sustainability Program Assistant (Graduate Student)

Description
The School of Environmental Sustainability is seeking a qualified graduate student to join the team as a program assistant to contribute to the mission of the SES through the implementation of special projects and events. This position will work closely with the SES Director of Strategy and Planning on the implementation of special projects and events, including the annual Climate Change Conference/Symposium, the Abrams Sustainable Business Challenge, curricular mapping, strategic planning, and other projects as needed.

The SES is a leader in interdisciplinary environmental sustainability. The SES is home to 20+ faculty and serves 400+ undergraduate and graduate students, offers six undergraduate degrees, and one graduate degree. The SES is housed within a state-of-the-art geothermally heated/cooled building complex containing a greenhouse, two aquaponics facilities, a biodiesel production facility, and teaching and research labs. The campus is highly energy efficient and supports several green roofs and student-run urban gardens. For more information about SES, please visit our website: https://www.luc.edu/sustainability/.

Duties and Responsibilities
- Assist with the project management of special projects and events, including the management of event logistics, project tracking, and report development
- Conduct ongoing communications with student participants and internal and external partners
- Develop presentations and materials to further the goals of special projects
- Conduct outreach to students and faculty

Qualifications
- Experience with Microsoft Office Suite, SharePoint, OneDrive, and Zoom
- Excellent organizational and communication skills
- Ability to work collaboratively and professionally in team settings and work individually in an efficient manner as needed
- Enthusiasm for environmental sustainability

Eligibility
- Full-time graduate enrollment at any Loyola University Chicago Campus in 2022-23.

Terms and Compensation
- Scheduling is flexible with specific work schedule to be mutually agreed upon at the beginning of each semester
- Hours will be 10-15 hours per week
- Compensation for this internship is $17/hour
- In-person participation in regular meetings will be required, with the remainder of work to be done remotely

Application Instructions
- Please apply by Wednesday, September 7, 2022
- Apply by sending your resume/CV and a cover letter describing your interest in the position, including the contact information for two references, to shokenmaier@luc.edu.