Employment Opportunity
WMU Office for Sustainability

Student Office Assistant to the Program Manager

How We Work
Today’s stubborn, pervasive, and intertwined sustainability challenges often require bold leadership and visionary responses. The Office for Sustainability has a unique approach. We act as a “Do Tank for Thinkers.” We see every problem as a design challenge and treat the campus as a living, learning laboratory for applied innovation. We focus on understanding the deep roots of resistant challenges and on developing and prototyping actionable, anticipatory solutions that build campus and community resilience and enhance well-being for all. Our goal is to build a diverse and flourishing learning community around addressing these challenges. To do this, we:

• embrace difference and encourage difficult conversations
• educate, connect, and empower students, staff, faculty, alumni, and the community
• foster the integration and infusion of sustainability into research and teaching
• lead with original and innovative research to address real-world problems
• prototype technical and social innovations and develop pilot programs
• incubate and catalyze internal and external partnerships and collaborations
• help WMU to assess, scale-up, and institutionalize promising, piloted solutions
• recognize and celebrate accomplishments from all over the campus and community

We cultivate Next Generation leaders by helping students from all disciplines, undergraduate and graduate alike, to develop the skills, fortitude, and habits of mind to attack pressing real-world problems — at all scales; local, regional, and global. Are you talented, fearless, and deeply committed to improving quality of life for all? Have a hankering to make a difference by taking a crack at complex, real-world problems? Do you want to collaborate with bright, like-minded people that are dedicated to creating a diverse and inclusive workspace? Then you are a budding sustainability leader! Apply to work with us today and develop your talents!

Position Description
The Office for Sustainability (OfS) is seeking a student Office Administrative Assistant to the Office for Sustainability Program Manager.

Major Responsibilities
• Uses word-processing and spreadsheet software to produce and edit, reports, tables, and other documents.
• Retrieves, organizes, and compiles hard copy and digital content.
• Compiles and verifies data.
• Assists with program or project research and summarizes findings efficiently.
• Assists with various program management and day-to-day office tasks.

Minimum Qualifications
• High school diploma or equivalent.
• Enrolled WMU undergraduate or graduate student.
• Some relevant experience.
• Office experience with word-processing, spreadsheets, and digital content management.

Desired Qualifications
• Strong writing and editing skills.
• Interest in WMU campus and community sustainability activities.
• Commitment to advancing diversity and inclusion.
• Interest in a public, private, or higher education sustainability career path.
**Closing Date**
Open until filled. Applications accepted on a rolling basis.

**Hours and Compensation**
12 – 20 hours per week. Hourly pay commensurate with experience.

To apply, review [http://www.wmich.edu/sustainability/opportunities/jobs](http://www.wmich.edu/sustainability/opportunities/jobs) and download, complete, and submit the WMU Office for Sustainability Employment Application to wmu-sustainability@wmich.edu.

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