

Student Sustainability Initiative (SSI) Hiring a Student Board Member!

If you're a U-M student with a passion for the environment and sustainability, we encourage you to apply for a part-time, paid position as a Board Member for the Student Sustainability Initiative. SSI is a six-person board of Graham-funded liaisons between the University of Michigan's administration and students. Our purpose is to facilitate available resources and funding to your organization and to help support, connect, and empower sustainability organizations across campus.

*SSI is currently looking for an undergraduate or a graduate student to fill the **Grants Position** on the board for the 2016-2017 academic year. As an SSI Board member, you'll work approximately 10 hours per week. The term commitment is one academic year (two full semesters), with the opportunity to renew for a second term. The job descriptions and online application are below.*

Application deadline: September 18, 2016 at 11:59pm.

Visit <https://graham.umich.edu/application-request/35768> to apply!

SSI Board Overview

The SSI Student Board member is assigned for a specific "Project Focus Area" which include either Administration, Communication & Outreach, Zero-Waste or Grants position. Each board member is also required to work collaboratively on all projects and initiatives of SSI which may include, in addition to the specific "Project Focus Areas", any of the following:

- Develop and maintain relationships with administrators. Board members work closely with SSI's advisors from the Graham Institute (Drew Horning), the Office of Campus Sustainability (Andy Berki) and other individuals within the University. These relationships are critical to successful collaboration between administrators and students on environmental and sustainability issues at the University of Michigan.
- Cultivate relationships with student organizations, students, and faculty at the University of Michigan (all campuses) who are interested in working with SSI. This may include students who are already affiliated with SSI or those wanting to know how to get involved. It may also include faculty members interested in sustainability-related curriculum, student organizations, and/or research. These relationships are crucial to the success of the collaboration between SSI and the people it represents. Additionally, the Student Board member shall facilitate relationships between various environmental student groups on campus. This collaboration ensures maximum student involvement and fosters a high degree of creativity and success.
- Student Board Members are also responsible for helping to develop and structure student groups' ideas into actionable plans to ensure the highest probability of success.
- Administrative tasks include attending and managing weekly SSI board meetings, managing monthly meetings with SSI's advisors, managing meetings with other University administrators, facilitating connections between students and University administration, being involved with SSI goal planning, benchmarking sustainability efforts at other schools,

soliciting ideas and input from SSI members and member groups, helping SSI adapt to constant change, helping to manage the SSI internal financial budgeting and spending, creating meeting agendas, and keeping notes/minutes for SSI meetings.

- Help to manage and coordinate Small Scale Grant program; participate in grant application review process
- Assist with outreach and communication efforts to reach student groups and administrators across campus

Students applying for the board position must be organized and self-motivated. Experience with other student organizations is a plus.

Role and Responsibilities

In addition to the general responsibilities expected as a SSI board member (as mentioned in above section), the new member will be responsible for the Grants position. The key responsibilities with this role are:

- Oversee and administer the SSI Small Scale Grant program, which awards individual/team grants of up to \$1,000 for environmental projects and initiatives on campus.
- Oversee and administer the Planet Blue Student Innovation Fund (PBSIF), which awards grants of up to \$50,000 for student-initiated projects that promote environmental sustainability at the University of Michigan.

You will be working with an another board member in this role to perform the following specific duties:

- Interfacing with fund advisors from the Graham Institute and Office of Campus Sustainability
- Small Scale Grants: Advertising grants, running the application and approval process, overseeing distribution of funds, maintaining financial records for the grant program and improving the grant application and selection process.
- PBSIF Grants: Responsibilities include marketing the grant opportunity to students, corresponding with potential grantees, providing technical assistance to current grantees, managing budgets and organizing workshops on proposal development, budgeting, grant reporting and other topics as identified.

For any questions email ssi-board@umich.edu

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