Student Sustainability Initiative (SSI) Hiring Five New Student Board Members!!

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 currently recruiting both undergraduate and graduate students to fill FIVE openings on the board for the 2014-2015 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: March 8, 2015 at 11:59pm. Visit http://graham.umich.edu/application-request/32256 to apply!

SSI Board Overview

The SSI Student Board Members will work collaboratively on all projects and initiatives of SSI. This may include, in addition to the specific “Project Focus Areas” described below, 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 this position must be organized and self-motivated. Experience with other student organizations is a plus.

Project Focus Areas

In addition to the general responsibilities expected of all SSI board members (as mentioned in above section), each new member will be responsible for a specific project area. In your application, please rank the following focus areas from 1-5, with 1 being your highest preference.

1. Communications
   ○ Primary responsibility is to facilitate communication between SSI and our member groups, in addition to building an online web presence via the SSI website and social media outlets.
   ○ Specific duties include:
     i. Compiling and sending weekly SSI newsletter, maintaining SSI member listserv, managing the SSI website (sustainability.umich.edu/ssi), and strengthening SSI’s social media presence on Facebook, twitter, etc.
     ii. Website duties include ensuring content is up-to-date, improving current site, serving as point person for web issues, and maintaining online calendar of environmental sustainability events.
     iii. Interfacing and collaborating with the Graham Institute Communications Manager as needed and appropriate

2. Grants
   ○ 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.
   ○ Specific duties include:
     i. 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.
     ii. Interfacing with fund advisors from the Graham Institute and Office of Campus Sustainability
     iii. 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.

3. Outreach
○ Plan and facilitate (with help from the other SSI Board Members) opportunities for SSI member groups to meet and collaborate. Specific duties include:

i. Arrange and develop agenda and materials for MEGA Roundtables in collaboration with the Central Student Government’s University Sustainability Council
ii. Plan SSI’s annual Environmental Leaders’ Brunch (mid-Sept);
iii. Facilitate SSI internal and external board meetings;
iv. Represent SSI at campus events (e.g., Earthfest and Festifall) and give informational presentations on SSI when needed;
v. Work with groups on large-scale events (e.g., Dance Marathon and TEDx)
vi. Perform other related outreach duties as they arise.

4. Zero Waste
○ Manage the SSI Zero Waste Event Grant program.
i. Specific duties include: promoting the SSI Zero Waste event program to student groups across campus, managing the Zero Waste Event application process, and procuring and distributing Zero Waste supplies.

○ This person will also collaborate with U-M staff, faculty, and students to improve waste reduction efforts more broadly across campus.
i. Specific duties include: maintaining communication with Tracy Artley and Alison Richardson from the UM Waste Management and Recycling Office and collaborating with student leaders who are working to advance zero waste initiatives within their departments or schools at UM.

5. Administration
○ Point person for communicating with faculty and staff from the Graham Institute, the Office of Campus Sustainability and other University entities;
○ Responsible for connecting student groups with the appropriate University personnel, office, or resource to help the group achieve its goals.
○ Manage SSI Board logistics and administrative issues, including registering SSI as a student group, updating/maintaining governance documents, creating meeting agendas, and keeping track of SSI’s internal budget.
○ Manage recruitment of new SSI board members and turnover process

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