Student Sustainability Initiative (SSI) Hiring Six 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 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 recruiting both undergraduate and graduate students to fill six openings 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: March 9, 2016 at 11:59pm.
Visit http://graham.umich.edu/application-request/35768 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 focus area. In your cover letter, please specify your top two focus area preferences.

1. Communications and Outreach

- Plan and facilitate (with help from the other SSI Board Members) opportunities for SSI member groups to meet and collaborate.
- Organize SSI’s monthly Roundtables including food planning, student outreach, agenda setting, and facilitation.
- Plan SSI’s annual Environmental Leaders’ Brunches in mid-September and beginning of April.
- Represent SSI at campus events (e.g., Earthfest and Festifall) and give informational presentations on SSI.
- Send out SSI’s bi-weekly newsletter via Mail Chimp.
- Maintain SSI’s LinkedIn Group, the University of Michigan Sustainability Network, and post sustainability-related jobs to group.
- Building an online web presence via the SSI website and social media outlets, including Facebook, Twitter and LinkedIn.
- Compile sustainability-related job postings and events for the newsletter, Google calendar, and LinkedIn group.
- Maintain SSI’s website and ensure content is up-to-date.
- Plan end-of-year Earth Day festivities along with Central Student Government’s Sustainability Commission.

2. Grants (2 positions available)

- 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:

- 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.
- Interfacing with fund advisors from the Graham Institute and Office of Campus Sustainability
- 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. Zero Waste (2 positions available)

- Manage the SSI Zero Waste event program.
- Promote 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.
- These people will also collaborate with U-M staff, faculty, and students to improve waste reduction efforts more broadly across campus. 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.
- Work with groups on large-scale events (e.g., Dance Marathon, TEDx, Detroit Partnership Day, and NASA Powwow).
- One position is for coordinating with student groups on Central Campus student group coordinator, and the other is the North Campus coordinator.

4. Administration

- Point person for communicating with faculty and staff from the Graham Institute, the Office of Campus Sustainability and other University entities.
- Plan and facilitate meetings with SSI’s supervisors from the Graham Institute and Office of Campus Sustainability.
- Represent SSI and member groups at meetings with University administration (e.g. Earthfest Planning, Environmental Sustainability Working Group, etc.).
- Represent SSI at various campus events.
- 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, registering SSI for events such as Festifall, 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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