

MENV Renewable & Sustainable Energy GSA

Dates of employment: Summer 2025 to Spring 2026 semester

To apply, please email Josh Radoff (Joshua.radoff@colorado.edu) by **April 15** with 1) resume 2) cover letter with a response to application questions below. Please reach out to Josh directly with any questions you may have about the role.

Application Questions (500 words max/question)

Please describe:

1. Your level of proficiency with technology such as Excel, PPT, and Canva or other design tools.
2. Any experience you've had, or skills that apply to, organizing and coordinating in-person and online events, field trips, and other social events.
3. Analytical skills and conceptual understanding applicable to renewable energy (i.e. ability to calculate emissions in Excel).
4. Interpersonal skills – ability to relate to fellow classmates and teach others analytical skills in Excel, willingness to reach out to professionals in the field to set up field trips and guest speaking events.

What your key responsibilities will be:

The MENV program is seeking a Graduate Student Assistant (GSA) to support the Renewable & Sustainable Energy (RSE) Specialization. The RSE Graduate Student Assistant will provide general support for the specialization, including:

- Developing weekly HW solutions for first year classes
- Supporting first years with excel or other technical questions
- Joining office hours to provide one on one student support
- Providing Excel training sessions as needed
- Build and maintain relationships with current students, prospective students, faculty, alumni, staff, and community partners through direct involvement in activities and developing communications presentations to various audiences.
- Work with the RSE Specialization Lead to plan and coordinate events, including field trips, workshops, guest speakers, and other professional opportunities for the RSE Specialization.
- Assist with the planning and coordination of community events, such as a specialization happy hours – for either the program or specialization
- Attend information sessions, open houses, and admitted student events
- Act as ambassador of MENV program on and off campus

The MENV RSE GSA should be generally available during the Fall 25 and Spring 26 semesters.

What we can offer:

The hourly wage for this position starts at \$20/hour for 10 hours/week. More information on [Student Employee benefits](#) can be found here.

The University of Colorado does not discriminate on the basis of race, color, national origin, sex, age, pregnancy, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy. All qualified individuals are encouraged to apply. [Click here for a list of ADA and Title IX coordinators](#). To view the Regent policy, [please click here](#). This organization participates in E-Verify. We will provide the Social Security Administration and, if necessary, the Department of Homeland Security, with information from each employee's I-9 form to confirm work authorization.

Reasonable Accommodations for Applicants with Disabilities CU Boulder is committed to making information and resources that are available via the web accessible for all users. If you are a job seeker and need accessibility assistance or an accommodation in order to apply for one of our open positions, [please submit an accessibility request](#) or call 303-735-4357 (5-HELP) to submit a request for assistance.

What we require:

Bachelor's degree from an accredited college or university

What you will need:

- Outstanding interpersonal and communication skills
- Excellent organizational skills
- Experience navigating and reporting sensitive issues or information with good judgement and diplomacy
- Comfortable with enforcing policies and procedures
- The ability to work independently and on a team
- Analytical skills in Excel
- Background knowledge on renewable energy technology, policy, and emissions calculations