

MENV Sustainable Food Systems Specialization Graduate Student Assistant

Dates of Employment: April/early May 2025 for two-weeks of training.

Summer employment begins July 1, 2025 with an option to renew each term through Spring 2026 with supervisor approval.

What your key responsibilities will be:

The MENV Program is currently seeking a dynamic self-starter with relevant professional experience and excellent interpersonal skills to help support the Sustainable Food Systems (SFS) Specialization. The SFS Graduate Student Assistant will provide general support for the specialization and will be directly supervised by the MENV Sustainable Food Systems Specialization Lead.

This position will assist with the administration of the specialization by providing support to the Sustainable Food Systems Specialization Lead. The position will build and maintain relationships with current students, prospective students, faculty, alumni, staff, and community partners through direct involvement in activities and developing communications. In addition, the SFS Graduate Student Assistant will work with the SFS Specialization Lead to plan events, including field trips, workshops, and other professional opportunities for the SFS Specialization.

The position sits within the Masters of the Environment (MENV) Graduate Program, which is administered by the Environmental Studies Program at CU Boulder.

Specialization and Program Support

- Compile, organize, analyze, and track specialization data and metrics as needed
- Coordinate scheduling of specialization meetings and other events, reserving space, and take notes as needed
- Assist with the coordination of specialization events for the SFS Specialization
- Attend and assist with internal and external MENV events as a representative of the MENV program
- Provide general office support, including assisting with printing, copying, mailing, event planning, etc.
- Assist with the further development of the SFS Specialization alongside the Specialization Lead, as laid out by the SFS 3-Year Plan.

Communications

- Provide specialization specific content for the monthly newsletter (SFS Scoop) and other MENV communications, as needed
- Respond to email and phone inquiries regarding general program or SFS Specialization specific questions from prospective, new, and existing students
- Present on the MENV program to undergraduate club and classes on campus and virtually
- Assist with providing content for social media platforms (Facebook and Instagram), as requested
- Work closely with other MENV staff, including the Enrollment and Marketing Manager and the Assistant Director of Career and Professional Development.

Recruitment & Outreach

- Coordinate scheduling, travel, and other logistics for specialization field visits, seminars, workshops, guest speakers, recruitment and networking events, off-campus meet-ups, etc.
- Assist with the planning and coordination of community events, such as a specialization film night and happy hours – for either the program or specialization
- Liaise with community partners at MENV events
- Act as ambassador of MENV program on and off campus
- Assist with the creation of information packets for prospective students
- Meet with prospective students as necessary
- Assist with the coordination of events for prospective students
- Attend all information session, open houses, and admitted student events

Research

- Assist Specialization lead develop literature reviews and research questions related to all aspects of food systems with a special emphasis on economic theory, alternative economics, public policy, agroecology, culture, history, and society

In addition, the SFS Graduate Student Assistant will also be encouraged to propose a project to work on throughout the spring semester. This project would be linked to the food systems sector, and would be related to the individual's interests and career path. For instance, a MENV Graduate Student Assistant coordinated our sponsorship and involvement with the Colorado Environmental Film Festival, including the organization of a "caravan" event held in downtown Boulder.

There will be some evening and weekend work, as well as occasional in-state travel.

What we can offer:

The hourly wage for this position starts at \$20/hour up to 10 hours per week in the regular semesters (5 hours per week in the summer).

What we require:

- Bachelor's degree from an accredited college or university
- Proficient in MS Office Suite

What you will need:

- Outstanding interpersonal and communication skills
- Excellent organizational skills
- Experience navigating and reporting sensitive issues or information with good judgment and diplomacy
- Comfortability with enforcing policies and procedures
- The ability to work independently and on a team

Submit your current resume and responses to the questions below to Damien Thompson (Damien.Thompson@colorado.edu) by **11:59pm MDT on Monday, April 24, 2025.**

Application Questions:

- What of the above job responsibilities are you most interested in engaging with (list at least three)?
- Describe a situation where you had to take initiative beyond what was asked of you.
- What's your process for getting work done, from initial idea to task/project completion?
- What days and times are you available for a 30-minute interview (list at least three)?

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.