The PSU Institute for Sustainable Solutions (ISS) is seeking a well-qualified graduate student to support the efforts of the South of Market EcoDistrict (SoMa). This Graduate Research Assistant position (GRA) is focused on supporting SoMa activities while fostering connections between SoMa and the research and curricular efforts taking place at Portland State University through the Sustainable Neighborhoods Initiative (SNI). This position requires self-motivation, flexibility, a positive attitude, an efficient, organized and proactive working style, strong interpersonal skills, an ability to meet deadlines, and a keen attention to detail.

**ELIGIBILITY:**
Current or incoming PSU graduate students are eligible to apply. In order to be hired as a GRA, the PSU student will need to be admitted at the graduate level in a degree-granting program, to be taking a minimum of 9 graduate credits each term during the 2015–2016 academic year, and to maintain a 3.5 GPA.

**RESPONSIBILITIES:**
The GRA will lead a variety administrative, communications, and strategic organizational development tasks for SoMa as well as tasks related to the SNI. Responsibilities include:

**Administrative and Project Support**
- Support the Board’s efforts to execute and develop strategies that grow the organization and engage a broad array of stakeholders
- Perform the day-to-day organizational and administrative duties for SoMa, including planning and facilitating events, managing files, and acting as the main point of contact for SoMa.
- Communicate and support the Board in advancing SoMa’s priority areas by collaborating with PSU faculty and students on applied teaching and research projects. Support the Board by generating project scopes for participating SNI classes each term and assisting classes, including presenting, meeting with students, facilitating connections to community partners, and attending class presentations.
- Plan and implement projects that help SoMa make measurable progress towards its sustainability goals.
- Research grant opportunities, produce grants, and support project-specific fundraising efforts.
- Summarize information and preparing written documents and reports.
- Attend Board meetings, take notes, and prepare meeting minutes.
- Other duties as assigned.

**Communications**
- Manage all external communications, including the newsletter, social media, website, and events.

**Outreach**
- Per Board direction, meet with key stakeholders to develop partnerships and collaborative projects.

**REQUIRED SKILLS:**
- Experience with Microsoft Office suite.
- Strong ability to write clearly and concisely in English.
- Strong organizational skills, attention to detail, and demonstrated ability to meet deadlines.
- Excellent interpersonal skills and a level of cultural competency that enhances communication with people of diverse backgrounds and interests.
- Ability to communicate clearly and work cooperatively as a member of the team.
- Ability to learn new skills quickly, and a desire to gain experience with program development and project management.
- Ability to manage multiple tasks, focus on priorities, work independently, and ask for guidance when needed.
- An interest in sustainability, partnerships, and higher education.
Institute for Sustainable Solutions

jsherman@pdx.edu
http://www.pdx.edu/sustainability

PREFERRED SKILLS:

- Experience working in start-ups and/or the nonprofit sector, with specific experience in nonprofit management.
- Understanding of and experience in the analysis of urban sustainability-related issues at the neighborhood scale.
- Demonstrated grant writing and fundraising abilities.
- Experience with web design and creation of collateral through Adobe Creative Suite (especially InDesign).
- Anticipated graduation date of June 2017.

This Graduate Research Assistant position (GRA, Rank I, ~0.49 FTE negotiable) is for 15-19 hour/week and starts September 28, 2015. The position is for two years contingent upon satisfactory performance, which will be evaluated after the fall term and at the end of the first year. At that time, we will address options for hourly summer work and a continued Graduate Research Assistant contract during the 2016-17 academic year. Graduate assistants receive a monthly stipend and remission of the in-state instructional fee for the first 9 credit hours per quarter, but must pay building, health, and incidental fees. Please refer to the Office of Graduate Studies’ webpage with information on Graduate Assistantships: https://www.pdx.edu/ogs/graduate-assistantships

REPORTING STRUCTURE:
This position co-reports to the PSU Campus Sustainability Manager and ISS Sustainability Curriculum Coordinator, and also has a monthly check-in with SoMa’s Administrative Committee.

TO APPLY:
Please email application materials to ISS Sustainability Curriculum Coordinator, Jacob Sherman: jsherman@pdx.edu. Application materials should include: 1) a cover letter that addresses how you meet the required skills and are well-suited for the position, 2) a resume, and 3) the names and contact information of three references. Materials should be formatted as a single document (either Microsoft Word or PDF).

Applications will be accepted until 5pm on September 14, 2015, and a review will begin immediately. Applicants will be notified of the status of their applications by telephone or e-mail as soon as the review has been completed.

Portland State University is an Equal Opportunity/Affirmative Action Employer. Qualified female candidates and candidates from underrepresented backgrounds are strongly encouraged to apply.