The UNL Office of Sustainability (OS) is looking for a qualified “Communications Specialist” graduate assistant to join our office. The OS provides support for initiatives within the UNL campuses and community to create a culture of faculty, staff and students who are socially, economically and environmentally responsible. The OS is working diligently to make smart choices for Nebraska, but needs your help to spread that message.

Graduate assistantships are part-time positions, GAs are required to work 20 hours a week.

Responsibilities:

- Oversee all communications of the OS including: social media, a monthly newsletter, website, and press
- Utilize journalistic skills to write 4-5 sustainability articles for the monthly newsletter
- Write and distribute press releases for events and ongoing programs
- Identify and promote sustainability related events on campus or the community
- Regularly develop social media content and update website content
- Coordinate sustainability related workshops and presentations for students, faculty, and staff
- Present sustainability initiatives in classrooms and student organizations
- Collaborate with other campus/community entities on sustainability related information campaigns

Requirements:

- Must be enrolled in a graduate program prior to applying
- Have some background or interest in sustainability
- Excellent written and verbal communication skills
- Proficient in Microsoft Office programs, and online cloud systems (Box)
- Savvy with social media
- Self-motivated, good organizational skills, detail-oriented
- Ability to work in a team with limited supervision

Preferred Requirements:

- An undergraduate degree in communications, journalism, or advertising
- Background or experience with sustainability at an institute of higher education.
- Proficiency with graphic design
- Experience with website design (HTML, CSS)
- Grant writing experience
Benefits:

- Full tuition covered (fees not included)
- 75% of University health insurance covered
- A monthly stipend
- Flexible hours

To Apply: Please send a resume, cover letter, a writing sample, and three references to pshrestha3@unl.edu with the subject line “Communications Specialist GA” by April 27, 2018.