

CAMPUS CLIMATE LAB COORDINATOR

The [BU Institute for Global Sustainability](#) (IGS) is seeking a graduate student to serve as the new Program Coordinator of [Campus Climate Lab](#) (CCL). Led by IGS in collaboration with BU Sustainability and the Office of Research, Campus Climate Lab funds research proposals from student and faculty teams to address climate change, sustainability, and equity/justice on the BU campus.

The Campus Climate Lab Coordinator is a core member of the CCL leadership team, facilitating the project award process, liaising and coordinating with faculty and student teams, maintaining CCL information systems, and supporting outreach and communication efforts. The Coordinator's work is somewhat concentrated around three Requests for Proposals per academic year, in advance of the fall, spring, and summer semesters. This is a unique opportunity to contribute to BU's climate change efforts and network with faculty and students focused in this arena.

Responsibilities

- Organize CCL Requests for Proposals, including edits to RFP content/timeline, project reporting deadlines, and information sessions for applicants (Zoom)
- Organize review committee meetings (Zoom) and draft review committee feedback
- Update and maintain CCL files, including project information and the CCL email list (Dropbox)
- Respond in a timely manner to messages received at the cclab@bu.edu email account
- Monitor administration of funding to teams by coordinating with essential BU partners to transfer and maintain funding requests
- Organize annual CCL Symposium, Janetos Prize nomination process, and prize committee
- Collaborate with IGS communications team to draft and send outreach materials, including poster graphic and email blast content, and assist with other outreach efforts
- Make updates to the CCL webpage using Wordpress

Qualifications

- Excellent oral and written communication skills
- Highly organized, dependable self-starter, strong time management skills
- Interest in sustainability, climate change, and equity/justice issues
- Experience with Wordpress, Dropbox, and Zoom a plus

Position details

- \$17+ hourly or stipend pay in line with BU graduate rate and depending on experience
- Average of 10-20 hours per week, with busier periods concentrated around funding deadlines. Possibility of additional hours for IGS projects if of interest.
- Position begins in February or March, with a one-year commitment to start (earliest graduation date for this position is spring 2025).
- Desk space available at IGS office, but position is remote as needed

Application instructions

Please send your resume, short cover email explaining why you are a good fit for this position, and contact information for a reference, to Rebecca Pearl-Martinez, IGS Executive Director, at rpearlma@bu.edu with the subject line 'CCL Coordinator application'.