



Boston University Sustainability

Campus Climate Lab Program Coordinator

Semester Hours: 10-15 hours/week

Available: Starting January 2026

Open to: Graduate students studying at Boston University

Paid position: \$20/hour

We're seeking a BU graduate student for the role of Campus Climate Lab Program Coordinator. As a key member of our team, you'll facilitate the research project award process, support faculty and student teams, maintain the projects database, and support outreach and communication efforts. Campus Climate Lab funds research projects that address climate change, sustainability, and equity/justice on the BU campuses, with support from Operations. The coordinator guides the RFP process, maintains contact with teams throughout the year, and helps organize the annual symposium. This is a unique opportunity to contribute to BU's climate action efforts.

Duties

- Work closely with the CCL faculty director and sustainability director to administer the program
- Organize Request for Proposals three times per year, including hosting information sessions
- Maintain shared projects database on Dropbox, Google Drive, and administration of project reports
- Manage CCL email address and respond in a timely manner, directing questions to the appropriate team members
- Assist CCL faculty review committee and collect official votes for project proposals
- Draft formal funding decision letters on behalf of the faculty director, incorporating feedback from the review committee
- Work with the assistant director for communications to support outreach & communications during the RFP cycle and to highlight research projects throughout the year
- Communicate and coordinate with research teams multiple times per semester to ensure projects are progressing; help address administrative needs
- Assist with planning the annual CCL symposium (draft schedule, coordinate presentations, etc.)

Qualifications

- Strong interest in sustainability, zero waste, and energy-related issues
- Excellent written and oral communication skills
- Ability to work independently with minimal supervision
- Proficiency with Microsoft Suite, Dropbox, Google Drive
- Research experience is a plus

To apply, please fill out the [linked form](#). Please include a resume, cover letter, work sample, and transcript. If you have questions, please contact sustainability@bu.edu.