2024-2025 GFH Garden Fellow Job Description

The following position serves in critical roles to support the mission and vision of Graduate and Family Housing our partnership with UCI Student Housing Sustainability Program

Applicants should be passionate about the environment and related social justice issues. They should be self-starters and have an enthusiasm for sharing their knowledge and experience with other students.

REQUIREMENTS FOR ALL POSITIONS
- Should be able to commit to the position for the 2024-2025 academic year. Summer 2024 is optional.
- Be currently enrolled in a program at UCI with a minimum GPA of 2.4 and complete 12 units per quarter.
- Must be able to tend to garden on site.
- Education or work background relating broadly to environmental or social sustainability.
- Desire to educate peers on sustainability and related issues.
- Possess excellent written and oral communication skills.
- Administrative skills to develop project timelines, meet deadlines, and prioritize work.
- Comfortable with the basic functions of Microsoft Word, PowerPoint, and Excel.
- Excellent interpersonal skills including tact, diplomacy, and flexibility to communicate with a wide variety of people.
- Participate in ongoing sustainability and professional development training as needed.
- Employment is contingent upon a successful background check.

DESIRED QUALITIES FOR ALL POSITIONS
- Is a current UCI student and resident of UCI Graduate Family Housing
- Preference will be given to candidates who have experience and personal interest in sustainability projects, such as waste diversion, food and gardening, energy efficiency, water conservation, social justice, and/or related fields.
- Experience with and understanding of systems thinking and using critical thinking to solve complex problems.
- Experience in on-campus environmental or other outreach, activism, and planning.
- Familiarity with UCI campus, staff, administrators, and student organizations.
- Skilled in data collection and analysis.
- Experience in graphic design, social media, and programs such as Google Drive, WordPress, Outlook, etc.

GENERAL JOB EXPECTATIONS
- Work collaboratively with campus partners to support the garden.
- Demonstrate ability to work independently and with little supervision.
- Know, follow, and model University, Student Housing, Sustainability Program, and SRC policies, mission, and values.
GFH Garden Fellow

ELIGIBILITY: Full-time UCI students for the academic year with a minimum 2.4 GPA
WAGE: Up to 320 hours; estimated 6.5 hours weekly; $400/month stipend, Work Study accepted
TERM OF EMPLOYMENT: July 1, 2024 - June 30, 2025

Position Expectations
The fellow will support Palo Verde Garden or Verano Place Gardens with the following tasks.

a. Assist the GFH staff in the documentation and assessment of garden program aspects to review the success of outreach efforts and identify new areas for growth.

b. Respond in a timely manner to emails from residents and staff.

c. Monitor the GFH gardens email account

d. Attend standing meetings with Housing staff

e. Complete a weekly walk-through inspection to assess needs for maintenance, supplies, or tools, patron communications, etc.

f. Submit work orders as needed to ensure the overall safety of the gardens.

g. Communicate with garden plot holders on a weekly basis or as needed.

h. Assist with the development of guides, logs, and data entry related to annual procedures such as planting, watering, and fertilization.

i. Send communication to residents with garden updates and announcements.

j. Maintain general awareness of resources related to gardening; refer staff and students to these resources when appropriate.

k. Maintain professional working relationships with other professional and student staff members.

l. Attend and participate in required staff activities, including training, in-service, and any trainings deemed necessary.

m. Complete project-related reports as needed.

n. Develop quarterly programs in the garden to promote community building with the gardeners

o. Other duties as assigned by supervisor.

*Due to the current national pandemic, the dates of near-term activities could shift. As of the date of this communication our hope is that we will continue to host the following events as they are currently scheduled. Fellow responsibilities will follow remote learning, social distancing, or alternative guidance as the situation evolves. For the latest on COVID-19, visit uci.edu/coronavirus.

Sign and Date ____________________________________________________