



## CAC AmeriCorps

*Position Description*

### Academic Engagement Specialist



THE UNIVERSITY OF  
TENNESSEE  
KNOXVILLE

- Dates of Service:** August 3th, 2020 – June 25th, 2021
- Partner:** The University of Tennessee, Office of Sustainability
- Location of Service:** UT Facilities Services  
2040 Sutherland Avenue, Knoxville, TN, 37921
- Supervisor:** Jay Price, Sustainability Manager

#### **About CAC AmeriCorps:**

Established in 1994, CAC AmeriCorps is a national service program that combines elements of traditional conservation practice with community action that informs our work and places it in the broader context of the region. CAC AmeriCorps members serve to improve public lands, streams and greenways, educate the public, meet immediate human needs, eliminate barriers to employment, contribute to healthier lifestyles, and build volunteer capacity to enhance the ability of our partners to get things done. We are committed to human and environmental justice in our communities through enduring acts of service.

#### **Site Summary:**

The UT Office of Sustainability is committed to promoting the responsible consumption of human, economic, and environmental resources on the University of Tennessee, Knoxville campus. We use holistic data collection and analysis to inform sustainability initiatives and develop collaborations with campus and community partners to reduce the environmental impacts of the University's operations, all while engaging the campus community in what it means to Make Orange Green.

#### **Position Summary:**

The AmeriCorps member serving as the Office of Sustainability's Academic Engagement Specialist will engage University of Tennessee, Knoxville professors and students in the UT Sustainability Research Internship Program and other similar efforts. In order to recruit student interns, the AmeriCorps member will promote the UT Sustainability Research Internship Program to professors, classes, clubs, and organizations. Every semester, the AmeriCorps member will interview and select 6 to 10 (or more) student interns that will conduct research on an Office of Sustainability program or initiative of their

choice. The AmeriCorps member will be in charge of guiding student interns' research by helping them to create a project proposal, timeline, and final product.

Other duties of the AmeriCorps member will involve coordinating a variety of committee meetings, serving as a representative of the Office of Sustainability at campus and community events that may occur at night or on the weekend and working as a Zero Waste Gameday team member.

**Minimum Qualifications:**

Education:

- Bachelor's degree in communications or environmental field strongly preferred

Position Requirements:

- Independent self-starter
- Solid organization, leadership, and communication skills
- Ability to work independently and collaboratively on a wide range of task
- Ability to effectively convey the Office of Sustainability message through written and verbal communication
- Comfortable creating and giving presentations to small and large (30+) groups
- Confident in ability to connect with, recruit, and sustain a cohort of student interns
- Knowledge of sustainability efforts within higher education or community organizations or experience working with a college or university sustainability office
- Great one-on-one communication skills, professional manner
- Capable of working with people from diverse backgrounds
- Commitment to honesty, excellence, and professionalism
- Ability to motivate others to change habits and behaviors
- Strong commitment to sustainability, resource conservation, and waste reduction
- Ability to work long hours while standing or walking in moderately strenuous working conditions (rain, heat, sun, cold, etc.)
- Valid driver's license

**Member Benefits Include:**

- A modest living allowance of \$14,000, or, \$595.74 bi-weekly (pre-tax), paid over 47 weeks.
- Education Award of \$6,195 that can be applied to student loans and/or future education expenses.
- A Health insurance subsidy is available for members covered through healthcare.gov.
- Worker's Compensation
- Child Care Reimbursement
- May be eligible for Supplemental Nutrition Assistance Program (SNAP). In-house SNAP benefits specialist available to assist in determining eligibility.
- May be eligible for utility bill assistance. In house specialists available to assist with determining eligibility.
- Staff assistance with identifying housing. Housing, inclusive of utilities, is generally between \$300-\$450 in a share house/apartment scenario.
- Professional development and networking opportunities.
- Optional opportunity to enroll concurrently in Carson Newman MBA in Nonprofit Leadership Program

**Equity and Inclusion:**

The Knoxville-Knox County Community Action Committee (CAC) is an Equal Opportunity Employer and will take action to ensure that employees are treated equally without regard to race, color, national origin, sex, age, handicap, cultural or religious convictions. CAC AmeriCorps provides reasonable accommodations to applicants and employees. Applicants with disabilities may request reasonable accommodation at any point in the employment process.



**SIGNATURE:**

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**DATE:**

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