



GRADUATE ASSEMBLY - Anthony Hall - UC Berkeley

TITLE: Graduate Assembly Anthony Hall LEED Project Coordinator
RATE/HOURS: \$3,000 stipend for leading project to completion paid in monthly installments. Hours will vary depending project stage.
TIMELINE: 2009-2010 academic year

OVERVIEW-

This LEED Project Coordinator position will report to the External Affairs Vice President and the Sustainability Chair of the Graduate Assembly. The Graduate Assembly has been awarded The Green Initiative Fund for the LEED certification of Anthony Hall. The job focuses on coordinating the LEED certification project approved by TGIF.

Responsibilities include:

- Coordinating with the various campus entities responsible for LEED to determine steps required for certification
- Submitting purchase orders for required items
- Submitting campus service orders for building modifications
- Filling out LEED documentation
- Oversee LEED Audit period
- Fill out final LEED application

Qualifications:

- Must be a UC undergraduate or graduate student
- Have knowledge of the LEED certification process
- Responsive to email by next business day
- Recommended: be LEED AP certified