

# 2018 Green Impact Project Assistants – What to Expect?



THE UNIVERSITY OF  
MELBOURNE

Wednesday, 2<sup>nd</sup> May 2018

UoM Sustainable Campus

## Your opportunity!

As a Project Assistant you will encourage, motivate and support an assigned Green Impact Team in implementing sustainability actions in their department/building/area of work across the University. By doing so you will develop a number of professional skills such as; working as part of a team, communicating, time-management, networking and practical experience from implementing the sustainability actions.

## Expectations

Project Assistants are expected to:

- Commit approximately 30 mins to 2 hours per week for 4 months (May – August).
- Attend an initial training session to learn about the program and behaviour change techniques in the workplace.
- Arrange an initial introductory meeting and then meet regularly with your assigned team. Please note that if regular and repeated contact with your team is missed, you will be asked to step down as a Project Assistant.
- Support your team to implement sustainability actions and ensure timely submission of the toolkit.
- Communicate with the Sustainable Campus team on the progress of your assigned team and share any highlights or request help with any difficulties you are having.
- Demonstrate initiative and professionalism with your assigned team.
- You may be asked to complete a wide variety of tasks during your role. These may include (but is not exhaustive): Taking photos, creating case studies, writing blogs, creating posters, attending meetings, documenting evidence for the toolkit actions etc.
- Inform the Sustainable Campus team (in a timely manner) if you are unable to continue in your Project Assistant role.

## Top tips for successfully working with your team

- Be on time to meetings or let your team know if you are running late.
- Maintain a positive and professional attitude.
- Be respectful of staff commitments and your own studies. It is okay to let your team know if you can't help-out during specific time periods.
- Demonstrate responsibility, interest, enthusiasm and commitment to your role and your team.
- Communicate with and support other Project Assistants.

## Your Support

**Training Sessions:** Additional training sessions may be available throughout the program. We will keep you updated.

**Drop-in sessions:** We will host several drop-in sessions for you and your teams to keep in touch with us, each other and provide a forum for sharing and learning.

- Tuesday 31<sup>st</sup> of July: Drop-in Q&A #1
- Thursday 16<sup>th</sup> of August: Drop-in session Q&A #2

**Facebook:** A Project Assistants group is available for you to share information and learn from each other.

If you need any additional support please do not hesitate to email the Sustainable Campus team at any time: [sustainable-campus@lists.unimelb.edu.au](mailto:sustainable-campus@lists.unimelb.edu.au)

## Achievements

At the end of the year, if you have fulfilled the role requirements, you will receive a certificate to confirm your participation in the program at the Awards ceremony.

green impact

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Be part of the change  
[sustainablecampus.unimelb.edu.au/greenimpact](http://sustainablecampus.unimelb.edu.au/greenimpact)



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