

## SPRING 2018 CSE POSITION DESCRIPTIONS

The following information describes the positions offered by the Center for Sustainability Education (CSE) for Spring 2018. We encourage students from all majors to apply for all positions. We are committed to building a diverse internship team; CSE does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, gender identity or expression, sexual orientation, or any other protected class.

### CURRENT OPENINGS:

1. **CSE Interns (paid)**
2. **Eco-Reps (volunteer) apply online at <http://www.dickinson.edu/ecoreps>**

### TO APPLY:

Submit your CSE Application (available [online](#)), a current resume, and a writing sample to [sustainability@dickinson.edu](mailto:sustainability@dickinson.edu) by **Tuesday, November 14, 2017 by 5:00 pm.**

**Past interns DO NOT need to resubmit a writing sample.**

### CONTACTS FOR MORE INFORMATION:

Lindsey Lyons, CSE Assistant Director, [lyonsli@dickinson.edu](mailto:lyonsli@dickinson.edu)

### POSITION OVERVIEW:

**1. The Center for Sustainability Education's (CSE) Internship Program** employs students to work on projects to advance sustainability at Dickinson. CSE will be hiring paid interns for the positions listed below in Spring 2018. Specific positions are described here, but we reserve the right to adjust positions, both quantity and type, based on available funding and applicant skills.

These descriptions should be used as a guide, but we will attempt to place students in the positions of best fit. CSE also welcomes academic credit interns and volunteers and encourages students to contact us to explore ideas for projects.

- **Hours:** will be decided by student with CSE staff and will not exceed 10 hours per week for 14 weeks. We work around students' schedules.
- **Compensation:** Paid interns will be compensated based on commensurate job experience on campus and paid bi-weekly. Students who do an internship for academic credit will not receive pay.
- **Qualifications:** Students with experience as a Dickinson Eco-Rep or as a CSE intern will be given priority. Strong candidates should be passionate about the concept and execution of sustainability on campus and possess the ability to work well individually and as part of a team. Some experience may be necessary for certain positions, but all majors and class years are welcome and encouraged to apply.

NOTE: Successful completion of the Dickinson College internship notation program through the Dickinson Career Center is required for all **first time** CSE interns.

## POSITION DESCRIPTIONS:

**Note:** The application allows you to rank your preference for the positions listed below. We are also open to exploring your ideas and interests and encourage applications without commitment to the positions below. We want to work with you!

### **Biking@Dickinson Intern**

This position will focus on managing Biking@Dickinson programs including The Handlebar, Dickinson's bicycle cooperative, Handlebar volunteers, and biking events such as Bike-to-Farm Potluck. Duties for this position include the following:

- Recruit, coordinate and help train volunteers to assist in running The Handlebar
- Maintain The Handlebar as a workable and clean space for the Dickinson community to fix their bicycles
- Management of the Green Bike Program and indoor bicycle storage
- Work with the Bicycle Advisory Council (BAC) to advance Biking at Dickinson
- Promote Dickinson's biking culture through blogging, social media, and events
- Organize, promote, and advertise biking@dickinson events such as Bike to Farm Potluck, rides, trips to Recycle Bicycle, community events etc.
- Other responsibilities as assigned by CSE

Qualifications for this position: some experience with bicycle maintenance, either personally or on a professional basis, is necessary. Additional training provided.

### **Communications and Outreach Intern**

This position will promote CSE programs through the use of social media, websites, newsletters, and interpersonal communication. Duties include the following:

- Edit & publish the bi-weekly Sustainability E-newsletter
- Write articles for the Sustainability Newsletter
- Manage the Green Devil Certification Program
- Prepare information to update the CSE website
- Develop and implement creative campaigns that advance sustainability
- Serve as a liaison to partner offices and programs
- Assist with tours, tabling, info sessions and open houses
- Develop outreach campaigns for social media
- Other responsibilities as assigned by CSE

Qualifications for this position: Experience utilizing social media for event and organization marketing and advertisement, developing websites or web-content, or skills using Adobe programs are preferred. Strong organizational, writing, and editing skills are necessary.

### **Eco-Reps Coordinator**

This position coordinates the Eco-Reps program and volunteers, who are peer sustainability educators in campus community spaces. Duties include the following:

- Facilitate Eco-Rep meetings for Eco-Reps in all communities
- Coordinate Eco-Rep trainings and programming
- Enable faculty and staff to be Eco-Reps
- Assist in the coordination of Sustain IT Workshops
- Liaise between CSE and Eco-Reps
- Monitor and evaluate Eco-Reps' responsibilities and programs
- Continue and expand upon Eco-Reps current programmatic offerings
- Oversee residential composting and plastic bag recycling programs
- Other responsibilities as assigned by CSE

Qualifications for this position: Experience as an Eco-Rep is preferred. Strong organizational and leadership skills are required.

### **Media Intern**

The Media Intern will assist CSE and the other interns in designing media content for programs and events. Duties for this position include the following:

- Assist in the design of all print and digital media
- Lead management of CSE social media accounts, particularly Facebook, Twitter, Instagram You Tube, Flickr, and Storify
- Manage all sustainability-related blogs
- Develop and produce print, photo, and video content
- Develop CSE website content (photo slide shows, videos etc.)
- Serve as CSE Historian
- Other responsibilities as assigned by CSE

Qualifications for this position: Experience in graphic design, digital media creation, blogging and social media required.

### **Sustainability Data Analyst Intern**

This position will assess CSE programming impacts. They will assist in management and analysis of campus sustainability metrics, and support development and management of Dickinson's sustainability dashboard. Duties for this position include the following:

- Analyzing data that advances sustainability at Dickinson
- Manage data for Dickinson's Sustainability Dashboard
- Assisting with AASHE STARS data collection, analysis, and reporting
- Preparing data reports for PCES, CSE's steering committee, and CSE staff
- Other responsibilities as assigned by CSE

Qualifications for this position: experience managing, interpreting, and visualizing data and working in partnership with multiple organizations and departments.

### **The Hive Intern**

This position will focus on growing, managing, and maintaining The Hive, Dickinson's bee cooperative's volunteers, events, grounds, and beehives. Duties for this position include the following:

- Recruit, coordinate and help train volunteers to assist in running The Hive
- Serve as the primary liaison for Hive members including students, staff, and faculty
- Manage and maintain The Hive's equipment and inventory
- Plan, organize, market, and lead bee-related events about beekeeping
- Other responsibilities as assigned by CSE

Qualifications for this position: experience keeping honey bees, organizing events, and managing volunteers preferred. Additional beekeeping training provided.

### **Waste Minimization Intern**

This position will research and construct strategies to improve waste reduction practices across campus while also assisting in striving for zero-waste events. Duties for this position include the following:

- Coordinate education and outreach programs for waste reduction efforts
- Assist with collection and reporting of campus waste data
- Serve as a CSE liaison for working towards zero-waste events with Eco-Reps, interns, and others.
- Assist with the management of e-waste, plastic bag recycling and residential hall composting programs coordinated by CSE
- Other responsibilities as assigned by CSE

Qualifications for this position: experience managing and implementing projects, working in partnership with multiple groups, and ability to create innovative solutions required.

### **Energy Challenge Coordinator**

The Energy Challenge Coordinator will assist with implementing and evaluating an Energy Challenge 2018 competition at Dickinson College. Duties for this position include the following:

- Recruit and coordinate volunteers and organize events and awards to motivate students, faculty and staff to participate in the competition and reduce energy consumption.
- Obtain energy consumption data for each residence hall and other buildings from facilities and use the data to inform the campus community about progress toward the Energy Challenge goals.
- Evaluate and report on the impacts of the Energy Challenge.
- Coordinate outreach and marketing for the Energy Challenge
- Other responsibilities as assigned by CSE

If applying for this position, experience with organizing events, promoting behavioral changes, and working with Excel spreadsheets is preferred.

**OTHER POSITIONS MAY BE EXPLORED AS SKILLS AND INTERESTS ARE DETERMINED.**