Spring 2020 CSE POSITION DESCRIPTIONS

The following information describes the positions offered by the Center for Sustainability Education (CSE) for 2019-2020. We are committed to building a diverse internship team, volunteer programs, and student representation on sustainability committees and we encourage students from all majors to apply for all positions. First year students are not eligible for paid internship positions.

CSE does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, gender identity or expression or sexual orientation. We want you!

CURRENT OPENINGS:

1. Center for Sustainability Education Interns (paid) and Apprentices (unpaid)
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 by Sunday, November 24, 2019 by 11:59 pm.

Past interns DO NOT need to resubmit a writing sample, but do need to complete a new application form.

CONTACT: FOR MORE INFORMATION:

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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 Fall 2019. 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. Students set their own work hours between the hours of 8:00 am and 5:00 pm, Monday through Friday.
- **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. Unpaid apprenticeships are also available through the same application process.
- **Qualifications:** Students with experience as a Dickinson Eco-Rep or as a former 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 Internship Notation Program (INP) through the Dickinson Career Center is required for all paid 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, and hope to incorporate your innovative ideas into our programs today!

Biking@Dickinson Intern

This position will focus on managing Biking@Dickinson programs including The Handlebar, Dickinson's bicycle cooperative, Handlebar volunteers, Dickinson bike share programs and biking rides and events for the campus and community.

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@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.
- Assist in creating an inclusive environment where diverse students are engaging in CSE programming
- Other responsibilities as assigned by CSE

Qualifications for this position: Some experience with bicycle maintenance, either personally or on a professional basis, is necessary. Communication skills in writing, design, and publications a plus! 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 for this position include the following:

- Edit & publish the bi-weekly Sustainability E-newsletter
- Manage communication and outreach for EcoLeague (interviewing, social media, clerical support)
- Develop creative outreach campaigns to support CSE initiatives and events that advance sustainability
- Manage the Green Devil Certification Program
- Prepare information to update the CSE website, social media feeds, and college calendars
- Serve as a liaison to partner offices and programs
- Assist with tours, tabling, info sessions and open houses
- Managing CSE display board and tabling contents
- Assist in creating an inclusive environment where diverse students are engaging in CSE programming
- 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 all volunteers therein, who are peer sustainability educators in campus community spaces.

Duties for this position include the following:

- Successful recruitment and retention of Dickinson Eco-Rep student, staff and faculty volunteers
- Facilitate Eco-Rep meetings (3/semester)
- Coordinate all Eco-Rep trainings and programming
- Assist in the coordination of Sustain IT Workshops
- Liaise between CSE and Eco-Reps to expand the knowledge and practice of sustainability at Dickinson
- Monitor and evaluate Eco-Reps' responsibilities and programs
- Continue and expand Eco-Reps programmatic offerings based on campus and community needs
- Manage campus composting and plastic bag recycling programs in all Eco-Rep locations
- Assist in creating an inclusive environment where diverse students are engaging in CSE programming
- Other responsibilities as assigned by CSE

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

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**Carbon Neutrality Coordinator**  
The Carbon Neutrality Coordinator will assist with implementing and evaluating an all-college competition at Dickinson College focused on reducing energy consumption and carbon emissions. The coordinator will raise awareness to our commitment to be carbon neutral by 2020.

Duties for this position include the following:

- Organize events and campaigns focused on Dickinson's commitment to becoming carbon neutral by 2020
- Coordinate educational events and/or programs highlighting Dickinson's new solar field and PPA
- Coordinate an all-college competition and reduce energy consumption (Energy Challenge, EcoChallenge, Drawdown etc.)
- Analyze, evaluate and report electricity use in buildings monitored by Lucid Energy Dashboard
- Develop creative events and campaigns connecting CSE programming to Dickinson's Climate Action Plan
- Coordinate outreach and marketing related to reduction in energy consumption
- Assist in creating an inclusive environment where diverse students are engaging in CSE programming
- 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.
**Media Intern**
The Media Intern will assist CSE in designing media content for programs, campaigns and events. The media intern is responsible for CSE's online presence as well as digital publications and communications.

Duties for this position include the following:

- Lead 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, google forms, and events on the EngageD platform
- Develop and produce print, photo, and video content
- Develop CSE website content (photo slide shows, videos etc.)
- Serve as CSE Historian to photo documents events and campaigns
- Assist in creating an inclusive environment where diverse students are engaging in CSE programming
- Other responsibilities as assigned by CSE

Qualifications for this position: Experience in graphic design, digital media creation, blogging and social media required. Direct experience in video or podcast production a plus.

**Sustainability Data Analyst Intern**
This position will assist in management and analysis of CSE and campus sustainability metrics, and support development and management of Dickinson's sustainability dashboard. Metrics vary by semester and are determined by reporting requirements.

Duties for this position include the following:

- Analyzing data that advances sustainability at Dickinson
- Manage data for Dickinson's Sustainability Dashboard
- Provide other interns with metrics and survey to support and assess their work to advance sustainability
- Assisting with sustainability metrics related to AASHE STARS and SIMAP (data collection, analysis, and reporting)
- Preparing data reports for PCES, CSE's steering committee, and CSE staff
- Aid other interns with data organization and communication in their respective specialties
- Assist in creating an inclusive environment where diverse students are engaging in CSE programming
- 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:

- Manage Dickinson's beehives, hive checks and equipment
- Recruit, coordinate, train and retain volunteers for The Hive
- Serve as the primary liaison for Hive members including students, staff, and faculty
- Assist in the coordination of the working groups related to The Hive
- Assist in fulfilling the requirements of the Bee Campus designation
- Plan, organize, market, and lead events for The Hive
- Assist in the implementation of curricular and co-curricular opportunities for this living laboratory
- Assist in creating an inclusive environment where diverse students are engaging in CSE programming
- 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 and diversion practices across campus.

Duties for this position include the following:

- Coordinate education and outreach programs, campaigns and events for waste reduction and diversion
- Coordinate Dickinson Free xChange program including volunteer recruitment and retention, outreach and programming, and the space
- Lead the collection/education of e-waste recycling, plastic bag recycling and campus composting programs coordinated by CSE
- Advance cardboard recycling reaching Project SHARE
- Serve as a CSE liaison for working towards zero-waste events with Eco-Reps, interns, and others
- Work with campus partners to advance programs aimed at waste reduction with Dining Services, Campus Operations, Housekeeping, clubs and organizations etc.
- Assist in creating an inclusive environment where diverse students are engaging in CSE programming
- 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.

OTHER POSITIONS MAY BE EXPLORED AS SKILLS AND INTERESTS ARE DETERMINED, APPLY SO WE KNOW!